



# **QAHE Student Attendance and Engagement Policy**

## **University of Roehampton Programmes**

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Prepared by: Head of Registry

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# **QAHE Student Attendance & Engagement Policy – University of Roehampton**

## **Programmes**

### **Introduction**

The Student Attendance Policy has been developed as part of QA Higher Education's (QAHE) commitment to providing a supportive learning environment to enable students to achieve their full potential. This policy outlines attendance and engagement requirements for students and also aims to provide clarity for both students and staff on these matters. Attendance is a key component in student retention and progression and in our experience regular attendance and engagement is closely linked to improved academic achievement. QAHE will take account of relevant legislation such as the Mental Health Act and the Equality Act and the general rights and expectations of a student of confidentiality

### **The QAHE Attendance and Engagement Policy requires that enrolled students:**

- 1 Are punctual and regular in their attendance and engage at such classes or other forms of instruction as may be prescribed, this includes where attendance has been requested at meetings or appointments. Attendance and or engagement will be regarded as unsatisfactory in any or all of the following circumstances:
  - Attendance is below 100% without sufficient reasoning during the first two weeks of the course
  - Attendance falls below 75% in any semester
  - Non-attendance for a period of two consecutive weeks
  - Failure to attend pre-notified appointments/meetings
- 2 Students shall ensure they are available to attend their programme of study and may be required to attend additional sessions outside of scheduled classes.
- 3 A student who has been, or will be absent must notify the Attendance Team by emailing [qahe.attendance@qa.com](mailto:qahe.attendance@qa.com). Where the absence is for a period of more than five working days, and/or caused by illness which may affect the student's studies, the student shall arrange for a medical certificate (or other appropriate evidence) to be presented and submitted to the Attendance Team. Records of this communication will be recorded on the student's record for review and may be taken into consideration at any time.
- 4 Students may apply for permission to interrupt his/her studies on personal grounds in line with the relevant regulations which can be found in the Roehampton University Taught Degree Regulations.
- 5 A student may withdraw from his/her programme of study and the University at any time by submitting a withdrawal from to QAHE Registry.
- 6 Evidence of engagement on the programme will not be restricted to satisfactory attendance. Non submission of assessments or non-attendance at examinations, where there are no supporting mitigating circumstances may result in withdrawal.

## What happens when attendance or engagement levels become unsatisfactory?

Before making a decision as to whether a student's attendance is deemed unsatisfactory, the Registry department will liaise with the relevant QAHE departments to identify any mitigating circumstances that may have affected a student's attendance. Where a student's attendance or engagement is unsatisfactory, one or more of the following actions may be taken by QAHE.

- a) Seek an explanation (in writing) from the Student for their non-attendance or non-engagement. Discuss how their attendance must improve and recommend appropriate support.
- b) Issue the student with a verbal or written warning including if a student's attendance falls below 75% over a specified period.
- c) Request that a student arrange and attend a meeting with a member of the academic team to discuss their continuation on the course, and agree future attendance requirements.
- d) Where applicable, inform the Student Loan Company, or other stakeholder (e.g. their employer) of the student's poor attendance.
- e) Initiate the student withdrawal process (see below) and, where applicable, inform the relevant Student Loan Company.

## Student Withdrawal Process

- 1 If you fail to attend for two consecutive weeks you will receive a text message and email to your university email requesting a response (by a specific date) and to explain the reason for your absence. This is warning one.
- 2 For those students who have received Warning One - Failure to attend for a third consecutive week, or to respond to warning one will result in a final warning letter requiring you to arrange a meeting with a nominated academic representative. This is warning two.
- 3 Failure to respond to warning two, or failing to arrange a meeting within the specified timeframe will result in a confirmation of withdrawal letter being sent. At this stage your registration with the University will be terminated. Students do have the right to appeal, and must do so in writing within fourteen days of receipt of the confirmation of withdrawal letter.
- 4 In addition to the above points, continued failure to submit assessed work without explanation and/or failure to achieve 75% attendance over a semester may result in the student withdrawal process being initiated at the first warning stage.

## Student Agreement

I confirm that I have read and understood the above policies and University Regulations, and will ensure they are followed in line with my obligations as a student of QA Higher Education.

Name:	
Student Number:	
Signature:	
Date:	