**Contents**

[1**.** Introduction 2](#_Toc155940961)

[2. Undergraduate and Postgraduate Student Responsibilities 2](#_Toc155940962)

[3. How the University will use Attendance and Engagement Data 3](#_Toc155940963)

[4. How the University will respond to low levels of Attendance and Engagement 3](#_Toc155940964)

# **Introduction**

The University of Kent is committed to ensuring that you have the opportunity to study and perform to the best of your ability and to achieve the degree outcome to which you aspire. Evidence shows that, if you have high attendance and good engagement with learning resources, you will achieve better results.

The University of Kent, therefore, records your attendance and engagement to enable us to offer you appropriate support to help you get back on track if your attendance and engagement is at a level that causes concern. In addition, to meet our regulatory and statutory requirements we are required to update relevant UK government departments (e.g. UKVI and the Student Loans Company) in relation to students who do not meet the required level of attendance relevant to their circumstances.

# **Undergraduate and Postgraduate Student Responsibilities**

Students enrolled at the University of Kent are expected to attend teaching and related events as part of their course of study. This includes timetables lecture, seminars, and lab sessions, as well as assessments and scheduled meetings with their academic adviser or supervisor.

Full-time taught students are expected to:

1. Reside in a location that enables the to comply fully with the requirements of the course for which they are registered;
2. Attend the scheduled teaching events (e.g. lectures, seminars, tutorial and labs) timetabled for their chosen course;
3. Attend scheduled assessments, including in-class tests and supervision panels, as well as submit all required course work and online assessments;
4. Attend meetings with their supervisor or academic adviser, which are scheduled to support and advise students;
5. Attend other compulsory events or meetings as scheduled or specified by the University.

In addition, students are encouraged to:

1. Attend as many as possible optional teaching events provided as part of their course to enhance their studies;
2. Attend as many as possible optional events provided for study guidance, briefing, careers, student support and general academic life;
3. Participate as fully as possible in University life

It is recognised that students may occasionally have to miss some of their teaching due to illness or other unforeseen reason(s). If this happens, students should notify their School/Division of the absence, in advance, where possible ,or on the first day they are unable to attend. To do this, they should use their Division’s self-certification procedure to report their absence.

Once a student has been absent for a period of more than seven consecutive calendar days, during term time, written evidence will be required to explain the absence. For example:

1. Absence due to medical reasons will require a medical certificate (or a related Inclusive Learning Plan)
2. Absence from the University to deal with an unavoidable and unscheduled personal matter, such as a family bereavement or the requirement to attend an interview, will require appropriate written evidence, such as a statement from a student, with a supporting letter from a family member, friend or personal tutor is sufficient and may provide better information than a death certificate.

# **How the University will use Attendance and Engagement Data**

The University will record student attendance at events and use the data to:

1. Keep a student informed about the impact the absence may have on their course of study;
2. Offer additional support to students whose attendance is causing a concern. Other data such as coursework submission and engagement with other learning resources will also be used to inform this support;
3. Ensure compliance with regulatory and statutory requirements, including statutory reporting of students who are not meeting the requirements of their study visa, sponsor and qualification accreditation, where applicable.

# **How the University will respond to low levels of Attendance and Engagement**

The priority of the University is to offer support to the student to enable them to get them improve their attendance and engagement with their studies. This will be done by following the University’s [Attendance and Engagement Procedure](https://www.kent.ac.uk/education/documents/policies-procedures-examination-guidance/student-attendance-and-engagement-procedure.pdf).

If a student is unable to improve their attendance and engagement to a satisfactory level, they initially may be encouraged to intermit their studies to enable them address the issues they may be experiencing and, where appropriate, to restart their studies at the next opportunity.

If the student continues to fail to attend or engage with teaching events and does not engage with the opportunities to improve, the University may be obliged, as a last resort, to withdraw the student from their studies. This will include informing relevant external bodies, such as UK Visas and Immigration (UKVI), Student Loans Company (SLC) and other regulatory and funding bodies.

The last date of a student’s attendance will be recorded as the last date at which the student is confirmed to have attended a taught element of their course.

A student will only be withdrawn after all opportunities have been exhausted to support them to improve their attendance and engagement. Students at risk of being withdrawn will be strongly encouraged to contact the Kent Union Advice Centre to ensure that they have a full understanding of the options available to them and subsequent consequences of these.