STUDENT ATTENDANCE AND ENGAGEMENT POLICY

Attendance at university is very important. Students who attend most of their teaching and engage with the learning resources tend to achieve better results. Average attendance is the single strongest factor related to student academic success. Successful students also tend to make more use of learning resources including the libraries and Moodle (the VLE). The University of Kent, therefore, takes attendance and engagement very seriously. Student attendance and use of learning resources is recorded and the data is used to inform student support and compliance with regulations.

Undergraduate and Postgraduate Student Responsibilities

You are expected to attend all your teaching events and as many as possible related events provided by the university

Students enrolling for study at the University of Kent undertake to attend teaching and related events as part of their course. The course (also referred to as a programme of study) comprises modules with teaching events and other course-level scheduled teaching events. Full-time taught students must:

(a) reside in a location that enables them to comply fully with the requirements of the course for which they are registered;

(b) attend the scheduled teaching events timetabled for their chosen course;

(c) attend supervision or tutorial events scheduled to support and advise them;

(d) attend other compulsory events or meetings as scheduled or specified by the university.

In addition, students are encouraged to:

(e) attend as many as possible optional teaching events provided as part of their course;

(f) attend as many as possible optional other events provided for study guidance, briefing, careers, student support and general academic life;

(g) participate as fully as possible in university life.

If you miss your teaching events, you need to tell us about it

Most students occasionally have to miss some of their teaching due to illness or other unforeseen reason. Typically, when a student misses more than one whole day of teaching events, it is helpful for the student to inform their academic School.

Once a student has been absent from all events during a period of seven consecutive calendar days during term time, written evidence will be required to explain the absence. For students who have regulated residency permits to study in the UK evidence must comply with one of the following reasons to be acceptable:

- a period of absence for more than seven consecutive calendar days due to medical reasons will require a medical certificate;

- a short period away 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.
The university will use your attendance and engagement record to inform the way it supports you

The university will use your attendance and engagement record to inform the way it supports you:
- keep the student informed about the proportion of their course that they have attended;
- inform processes and procedures for supporting students to achieve the best in their studies;
- inform the processes and procedures for ensuring that students are meeting the requirements of their study visa, sponsor and qualification accreditation, where applicable;
- compare with other data about student study such as coursework submission, marks and use of other university learning resources to inform how engaged a student is with their studies.

University staff will ask to meet with you if you have persistently poor attendance at your studies. You will be offered support to help get you back on track with your studies. If you continue to fail to attend your teaching events, the university may be obliged to discontinue your studies

The university uses systems and processes to track the attendance and engagement of students in their studies, and uses thresholds such as average attendance and the number of consecutive teaching events missed as warning indicators. These warning indicators are specific to the subject of study and linked to factors such as the structure and intensity of the course, the arrangements for practical class time, and regulatory requirements for validated courses.

Minimum thresholds for cause for concern are:
- average class attendance below 80% for two weeks or more;
- more than five consecutive study days missed.

Some courses may have different thresholds and students can check this with their academic School.

If a student’s attendance drops below the warning levels the School will work with the student to understand their particular situation and offer support.

If a student’s attendance at teaching events continues below warning levels, and the School is not satisfied that the student can successfully achieve their study aims at that level of attendance, then procedures for gathering evidence towards suspending the student’s studies will be initiated. Should formal academic diligence procedures be initiated, students will be expected to attend meetings and provide evidence to support their continued study.

A full description of the Academic Diligence Procedure is available at https://www.kent.ac.uk/fso/procedures/academic-diligence.html.

A full description of the attendance responsibilities for students with Visas is available at https://www.kent.ac.uk/studentimmigration/during-your-studies/index.html.