Code of Practice for Assessment and Academic-related Matters 2024-25

Est. 1841 | YORK ST JOHN UNIVERSITY

Section 24 Student engagement policy

24.1 Scope

24.1.1 This policy applies to students as set out in section 1. The procedure for engagement for research students in any research stages is set out in the Code of Practice for Research Degrees.

24.2 Definitions

24.2.1 **Engagement:** a student

- a) participating in scheduled teaching and learning sessions on campus and online;
- b) participating in mandatory field and other trips;
- c) participating in group work activities;
- d) using the virtual learning environment, study, and library resources;
- e) submitting assessments and attending examinations as required; and
- f) participating in other compulsory course-related activities.

24.2.2 **Attendance:** is a specific type of engagement and requires – i.e., a student

- a) attending all scheduled teaching and learning sessions on campus and online;
- b) attending compulsory field and other trips;
- c) attending group work activities;
- d) attending regular meetings with an academic member of staff (Academic Tutor or dissertation supervisor) during dissertation or capstone-related independent study.

24.2.3 Attending support meetings with professional services, including wellbeing, disability and specialist support does not count as engagement for the purpose of this policy.

24.3 Background to the policy

24.3.1 The University recognises that non-engagement can be a signal that a student is experiencing difficulties. The University also has responsibilities to a number of bodies to ensure that students engage with the programmes on which they are enrolled. This includes but is not limited to:

- Public authorities who finance programmes of study.
- The professional, statutory and regulatory bodies (PSRBs) that accredit or approve a number of our awards or allow exemptions from professional examinations upon completion of an award.
- The UK government, to monitor the engagement of international students whose presence in the UK depends on the University's continued sponsoring of their visa.

24.3.2 The policy supports the Programme Engagement Regulation and Immigration Compliance Regulation. It should also be read in conjunction with the Support to Study Policy.

24.3.3 This policy concerns the University's minimum requirements for student attendance. Where additional engagement requirements are in place, these will be set out in the relevant programme specification.

24.4 Engagement monitoring

24.4.1   The University monitors engagement through a system called Engage. This includes attendance data.

24.4.2   The University monitors attendance through a system called Check-In.

24.4.3   The University will monitor a student's engagement with their programme.

24.4.4   If a student's engagement becomes a cause for concern, the student will be informed, and the Support to Study policy (refer to section 26) will be initiated and followed as necessary. This will include:

a) Where engagement levels have fallen below the acceptable threshold within Engage.

b) Where attendance levels have fallen below 60%. This is measured through a review of attendance data at sample weeks within each semester.

c) Where programmes have higher attendance requirements, documented within the programme specification, which a student breaches.

24.4.5   It should be noted that one possible sanction arising from persistent non-engagement could be enforced withdrawal from the University. For sponsored international students this will lead to sponsorship being withdrawn and a report made to the Home Office.

24.4.6   If there is reason to believe a student has withdrawn from their studies and not informed the University then the presumed withdrawal process should be followed (refer to section 25.5).

24.4.7   Attendance will be recorded using the approved University systems. Paper registers will be taken in circumstances where it is not possible to use the approved University system and transferred to the system no later than four days after the session has taken place.

24.4.8   Students must only register their attendance at scheduled sessions if they attend at that session. Any false representation at registered sessions may result in actions being taken under the Student Disciplinary Policy.

24.4.9   Where a student misses a scheduled teaching and learning session, they will be recorded as absent.

a) For international sponsored students, any absences from scheduled sessions must be authorised through the Authorised Absence Process.

b) A student who is absent may wish to discuss any steps they need to take to catch up on missed work with their Module Lead/Director, Course/Programme Lead or Academic Tutor.

c) A student who is absent for an extended period of time may need to consider exceptional circumstances and/or suspension of study. For more information refer to section 17 and section 6.

24.4.10   Where a student has been advised of concern about their engagement, they will be required to engage with any recommended support in order to seek to address this concern.

24.4.11   Any appeals against action taken as a result of engagement monitoring will be managed in accordance with the policy under which that action was taken (e.g., Support to Study, Fitness to Study, Fitness to Practise).

24.5 Attendance monitoring procedure for sponsored international (Student Visa) students

24.5.1   Where a sponsored international (Student Visa) student is undertaking an official role as a Students' Union sabbatical officer, the University expects that engagement with University or Students' Union staff will take place at least once every 21 days, though the duties of the role will require this to be more frequent.

24.6 Roles and responsibilities

Module Leads/Directors

24.6.1   Facilitate the recording of attendance data, in accordance with university-wide systems.

Academic Tutors

24.6.2   Review attendance and engagement data, and take action in accordance with the Academic Tutoring Policy and Support to Study Policy.

Students

24.6.3   Cooperate with any arrangements made by the University for monitoring engagement.

24.6.4   Attend all timetabled sessions. The University deems this as a vital component of engagement at all levels of study.

24.6.5   Have an appropriate device at all scheduled academic sessions to register their attendance through the MyYSJ Application.

24.6.6   In addition, sponsored international students must request authorisation for any absence.

Visa and Compliance Team

24.6.7   Recommend sponsored international students for enforced withdrawal on the grounds of non-engagement.

24.6.8   Work with Academic Tutors to review attendance and engagement data for sponsored international students, and to take action in accordance with the Support to Study Policy.

24.6.9   Report sponsored international students withdrawn due to non-engagement to the Home Office.

Student and Academic Administration

24.6.10   Provide support for engagement monitoring processes, including running reports on attendance during sample weeks.