

Regulation XX – Monitoring Attendance, Engagement and Wellbeing of Students

1. The University records and monitors the attendance and engagement of **all** students to:
 - a) support academic attainment and progression;
 - b) help minimise awarding gaps and ensure all students are supported to succeed;
 - c) flag up any causes for concern in a timely manner;
 - d) ensure student wellbeing; and
 - e) satisfy external reporting/accreditation requirements.
2. Each School determines the attendance requirements for each programme it provides and sets the criteria for indicating when non-attendance or non-engagement has become a concern. These requirements and criteria will take account of the mode of study.
3. Programme/Student Handbooks, both printed and online, and any relevant websites must include a clear statement of attendance or engagement requirements and how attendance/engagement is recorded and monitored.
4. Handbooks and websites must also include a statement on the consequences and penalties for students who fail to meet academic and professional attendance or engagement requirements.
5. They must also include information on sources of advice and support available to students if they are experiencing problems with attendance.

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Version	Date	Reason for change
6.1	September 2014	Reviewed to tie in with the new Policy on Recording and Monitoring Attendance.
6.2	November 2021	Reviewed and updated to accompany the updated Policy on Recording and Monitoring Student Attendance and Engagement, taking into account the new Student Attendance system/engagement monitoring tool

Document control box	
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Next review date:	September 2023
Related Statutes, Ordinances, General Regulations	Schedule of General Regulations
Related Policies:	Policy on Recording and Monitoring Student Attendance and Engagement
Related Procedures and Guidance:	Guidelines for Monitoring Student Attendance Guidance on Monitoring the Attendance and Wellbeing of Undergraduate Students Abroad

Policy owner:	Head of Student and Academic Services
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