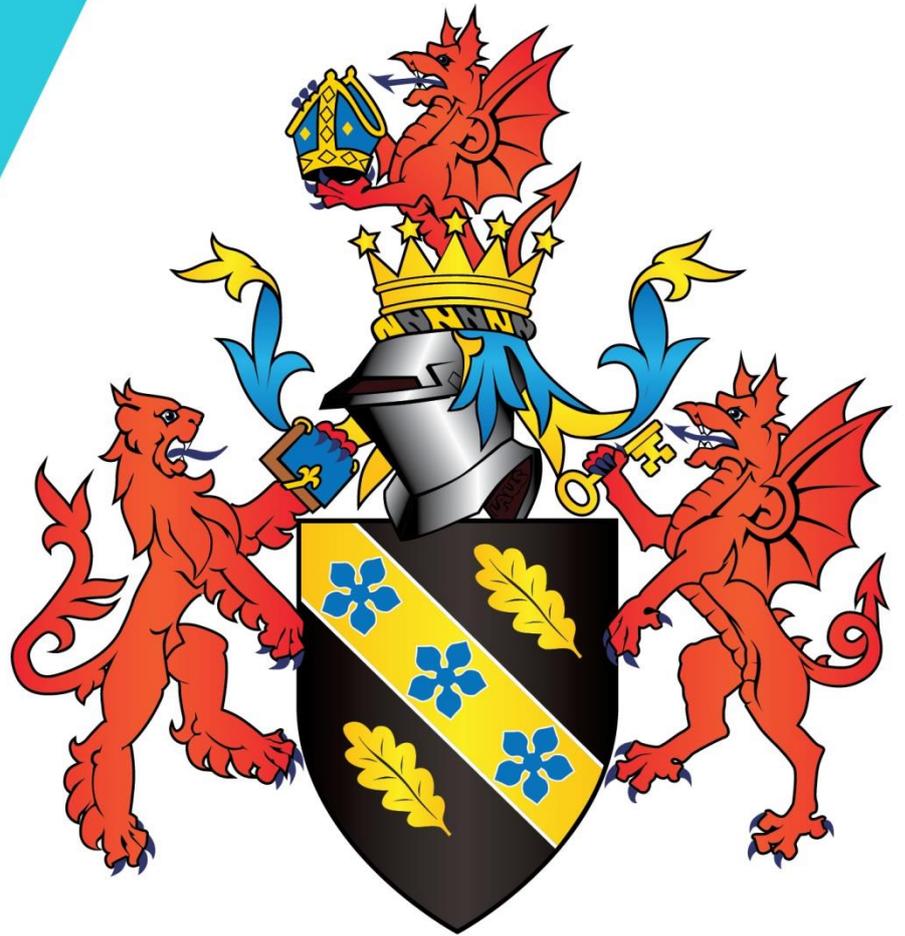




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Attendance Policy

Institute of Inner-City Learning

London Campus and Birmingham Campus

January 2023

**University of Wales Trinity Saint David
(UWTSD)**

Attendance Policy

Institute of Inner-City Learning (IICL)
London Campus and Birmingham Campus



1. Introduction

For many students, levels of attendance at taught classes have a positive correlation with academic engagement and attainment. The University is fully committed to providing appropriate support for all its students during the whole of their educational journey. Early identification of barriers faced by students is vital and attendance monitoring is a critical aspect of this. The University may then offer timely assistance and guidance before the student's situation deteriorates, and/or they leave their programme of study. The University describes attendance monitoring for these academic and pastoral purposes as 'engagement and attainment' monitoring.

2. Purpose

The University must monitor attendance for regulatory and statutory purposes. In order to retain its UK Visa and Immigration Service (UKVI) sponsor licence, which enables the University to recruit international students, the University has engagement (attendance) monitoring and reporting obligations in respect of students who require a visa to study in the UK, and for whom the University has issued a Confirmation of Acceptance for Studies (CAS) number. Moreover, the purpose of this policy also relates to Home students, many of whom are funding their academic studies through the Student Loans Company (SLC). This policy explains how the University carries out its specific obligations in terms of monitoring the attendance of students.

It is important to note that apart from non-attendance/lack of engagement, students may also be withdrawn due to lack of academic progression and/or disciplinary violations.

3. Key Terms

"Attendance" is defined as the physical presence (if on campus) and virtual presence (if online) of the student in the learning environment for the entire scheduled session.



The “learning environment” is understood to be the learning and teaching space for which the session has been scheduled (this also includes online sessions). The “learning environment” does not include public or student-facing areas on campus such as the Student Help Desk, staff offices, Reception Desk, or other facilities. A student who is in one of these areas rather than their scheduled learning environment will be considered to be not in attendance.

A student may be considered not in “attendance” if:

- they arrive late or depart early from the learning environment;
- they are present on campus but are not in the learning environment;
- they are present online but do not engage within the session.

An “expected contact” is defined as any scheduled academic session for which the student should be in attendance.

For students engaging in Undergraduate or taught parts of Postgraduate programmes of study, expected contacts will include some or all of the following:

- lecture sessions (on campus or online);
- examinations;
- tutorials;
- pre-arranged meetings;
- workshops; or
- work placements.

For students engaging in a research-based programme (e.g., DBA or MBA/MA Part II) expected contacts might also include:

- face to face meetings;
- one-to-one online meetings;
- ‘viva voce’ examinations;
- workshops and/or seminars.

Exchanges of e-mail messages, phone calls, visits to support services (scheduled or drop-in) or similar, although possibly part of a schedule of regular contact, are not acceptable as an “expected contact” point.



A “recorded absence” is defined as an expected contact point for which the student is not present in the learning environment. This includes missed scheduled sessions, sessions for which the student arrives late, and/or leaves early.

“Cumulative attendance” is considered to be a student’s overall rate of attendance (expressed as a percentage) over the course of a given term of study.

“Interval attendance” is considered to be a student’s overall rate of attendance (expressed as a percentage) within a defined interval point.

“SMS” refers to Short Message Service. An alternative method used to communicate attendance disciplinary processes to students.

An “appeal” is an opportunity for a student to request the University to review their decision to withdraw from the studies due to not meeting the attendance requirements. The appeal should be submitted in the appropriate form (Appendix AP4) supported by evidences within 5 working days.

4. Overview

This section provides an overview of the attendance monitoring processes and mechanisms.

Attendance records are reviewed and assessed from the beginning of each term at regularly spaced-out intervals. For Undergraduate and taught elements of Postgraduate programmes, attendance is assessed against each term of study.

Attendance percentage calculations are restarted at the beginning of each term. However, attendance warnings will remain throughout the level (in the case of Undergraduate programmes) or part (in the case of Postgraduate programmes).

For research-based Postgraduate programmes, attendance is assessed as follows:



MBA/MA Part II (dissertation) - attendance is assessed across the full duration of the research component of the programme.

DBA Part II (research) – attendance is assessed against each 12-month cycle commencing three calendar months after the date of progression into Part II of the programme.

Work placement - students who undertake a work placement as part of their programme, attendance is assessed across the full duration of the work placement.

Students' attendance is monitored using three key mechanisms:

- Non-commencement of studies;
- Cumulative attendance;
- Interval attendance.

5. Attendance Processes

Attendance warnings will be carried over throughout the student's current academic level of study.

UWTSD IICL no longer accepts requests for authorised absences and to reflect this, the attendance percentage minimum was lowered from 80% to 70% from October 2019.

5.1. Non-commencement of studies

Any newly enrolled student who fails to attend during the first 14 days from the start of the teaching period will be considered to have not commenced their programme of study.

Any such student will be notified a warning at the close of the first seven days of teaching by email (to their UWTSD student email account) and by SMS (using the contact information provided on the student's MyTSD account). This warning will



include instructions to immediately attend scheduled teaching sessions or face withdrawal from the programme of study.

A newly enrolled student who fails to attend the second week of teaching following the receipt of the first non-commencement of studies warning will be considered to have not commenced their studies and will be issued a notification of withdrawal, with an option to appeal within five working days. The AP4 Administrative Appeal (Attendance) form must be completed and submitted to the appropriate team with new, documented, and verifiable evidence. If students appeal their notification of withdrawal, they should attend all scheduled sessions whilst they wait for the outcome of their appeal.

If no appeal is submitted within five working days, or the appeal was not upheld, students will be notified that they have been withdrawn by email (to their UWTSD student email account) and the appropriate authorities (e.g., UKVI/SLC) will be notified.

5.2. Cumulative and interval attendance

Monitoring points: For Undergraduate students and those on the taught part of their Postgraduate programme, attendance is monitored over two defined monitoring points within each term of study. These monitoring points are:

Cumulative	Interval
Week 1 – 5	
Week 1 – 10	Week 6 – 10

A student with less than 70% attendance within the cumulative monitoring period, and/or the interval monitoring period (if applicable), will be issued with a written warning.

A student will be notified of their first warning by email (to their UWTSD student



email account) and by SMS (using the contact information provided on the student's MyTSD account). The first warning will include an instruction to immediately return to their scheduled academic sessions as well as information relating to support options available and an invitation to discuss personal circumstances with the Student Services team.

Following the first warning, at the next monitoring point, if the cumulative or interval attendance percentage is 70% or above, no further action will be taken.

If cumulative or interval attendance percentage remains below 70%, students will be issued with their final warning.

A student will be notified of their final warning by email (to their UWTSD student email account) and by SMS (using the contact information provided on the student's MyTSD account).

If the cumulative or interval attendance percentage is 70% or above at the next monitoring point, no further action will be taken unless if, at the next monitoring point, the attendance percentage is again below 70%.

If the cumulative or interval attendance is below 70% after having received a final warning the student will receive a Notification of withdrawal.

•Notification of withdrawal – if the student's attendance is 70% or below the student will be issued with a notification of withdrawal, with an option to appeal within five working days. The AP4 Administrative Appeal (Attendance) form must be completed and submitted to the appropriate team with new, documented, and verifiable evidence. If students appeal their notification of withdrawal, they should attend all scheduled sessions whilst they wait for the outcome of their appeal.

If no appeal is submitted within five working days, or the appeal was not upheld, students will be notified that they have been withdrawn by email (to their UWTSD student email account) and the appropriate authorities (e.g., UKVI/SLC) will be notified.



5.3. Marking Attendance

Students will be marked late if arriving between 10 to 40 minutes after the beginning of their class/session. Students will be marked absent if arriving later than 40 minutes after the beginning of their class.

Students will have their mark changed to late if they leave a class between 10 to 40 minutes before the end of their class/session. Students will be marked absent if leaving prior to 40 minutes before the end of their class.

Please note that two late marks will be treated as an absent mark.

5.4. Research-based Postgraduate Programmes

5.4.1. MBA/MA Part II

For students on the Part II (dissertation) of their MBA or MA programme, attendance is continuously monitored using expected contact points. Students will be scheduled at least eight supervision sessions across a 16-week period.

A student who fails to attend two expected contact points will be issued with a first written warning. The student will be notified by email (to their UWTSD student email account) and by SMS (using the contact information provided on the student's MyTSD account), advising them to return immediately to their scheduled academic sessions.

A student who fails to attend a further two expected contact points (four in total) will be issued with a final written warning. The student will be notified of their final warning by email (to their UWTSD student email account) and by SMS (using the contact information provided on the student's MyTSD account), advising them to return immediately to their scheduled academic sessions.

A student who fails to attend a further two expected contact points (six in total) will



be issued a notification of withdrawal, with an option to appeal within five working days. The AP4 Administrative Appeal (Attendance) form must be completed and submitted to the appropriate team with new, documented, and verifiable evidence. If students appeal their notification of withdrawal, they should attend all scheduled sessions whilst they wait for the outcome of their appeal.

If no appeal is submitted within five working days, or the appeal was not upheld, students will be notified that they have been withdrawn by email (to their UWTSD student email account) and the appropriate authorities (e.g., UKVI/SLC) will be notified.

5.4.2. DBA Part II

For students on the research element (Part II) of their DBA programme, attendance is continuously monitored using expected contact points. Attendance is assessed against each 12-month cycle commencing three calendar months after the date of progression into Part II of the programme. Students must attend a minimum 10 scheduled academic sessions across the 12-month cycle (with both supervisory team members in attendance in at least three of the 10 scheduled academic sessions).

A student who fails to attend two expected contact points will be issued with a first written warning. The student will be notified by email (to their UWTSD email account) and by SMS (using the contact information provided on the student's MyTSD account), advising them to return immediately to their scheduled sessions. The supervisory team, Faculty Research Director, and other relevant teams (such as Postgraduate Research and International Registry (if applicable) are also copied into the email.

A student who fails to attend further expected contact points (three in total) will be issued with a final written warning. The student will be notified by email (to their UWTSD email account) and by SMS (using the contact information provided on the student's MyTSD account), advising them to return immediately to their scheduled sessions. The supervisory team, Faculty Research Director, and other relevant



teams (such as Postgraduate Research and International Registry (if applicable) are also copied into the email.

A student who fails to attend further expected contact points (four in total) will be issued a notification of withdrawal, with an option to appeal within five working days.

The AP4 Administrative Appeal (Attendance) form must be completed and submitted to the appropriate team with new, documented, and verifiable evidence.

If no appeal is submitted within five working days, or the appeal was not upheld, students will be notified that they have been withdrawn by email (to their UWTSD student email account) and the appropriate authorities (e.g., UKVI/SLC) will be notified.

5.4.2.1. DBA Part II – Authorised Absence

Students within the DBA Part II of the programme are entitled up to four weeks of authorised absence per academic year. In order to obtain authorised absence, the student must obtain the permission of their supervisory team as well as the DBA Programme Manager (Part II). The student must complete an AA1 Authorised Absence form and send it to the Student Services team to be processed. The Student Services team will liaise with other relevant teams if appropriate; for example, International Registry (for UKVI purposes).

5.5 Work Placement

For students who undertake a work placement as part of their programme, attendance is continuously monitored using expected contact points.

A student who fails to attend two expected contact points will be issued with a written warning. The student will be notified by email (to their UWTSD student email account) and by SMS (using the contact information provided on the student's MyTSD account), advising them to return immediately to their work placement.

A student who fails to attend a further two expected contact points (four in total) will be issued with a final written warning. The student will be notified of their final



warning by email (to their UWTSD student email account) and by SMS (using the contact information provided on the student's MyTSD account), advising them to return immediately to their work placement.

A student who fails to attend a further two expected contact points (six in total) will be issued a notification of withdrawal, with an option to appeal within five working days. The AP4 Administrative Appeal (Attendance) form must be completed and submitted to the Student Services team with new, documented, and verifiable evidence.

If no appeal is submitted within five working days, or the appeal was not upheld, students will be notified that they have been withdrawn by email (to their UWTSD student email account) and the appropriate authorities (e.g., UKVI/SLC) will be notified.

6. Attendance Recording

6.1. Attendance Recording Systems

For Undergraduate and taught elements of Postgraduate programmes, attendance is recorded through an electronic attendance monitoring system (CELCAT) completed by the module tutors.

It is the students' responsibility to monitor the accuracy of their attendance mark. If a

student believes an error has been made in recording attendance, the student must email his or her tutor with his or her name, student ID number, the title of the class, and its date and time. The lecturer will then contact Student Services who will amend the record (if applicable). It is not possible to amend an attendance record for a student who fails to sign the attendance register (if applicable) or answer when called during an online session.

For research-based Postgraduate programmes, attendance is recorded as follows:

MBA/MA Part II (dissertation) - attendance is recorded through supervisors confirming students' attendance to the Student Services team via email. The confirmation of which will be recorded within a spreadsheet.

6.2. Change of Module/Pathway/Programme/Mode of Study

If a student decides to change a module, pathway, programme, or mode of study, attendance will be monitored according to the original module, pathway, programme,



or mode of study up until the day that the change has become effective and confirmed in writing by the appropriate team(s).

For MBA Part I students they will only be allowed to change their pathway within the first term.

7. Links to other UWTSD policies / procedures

Students may find that the attendance requirement for their programme of study interacts with several other key UWTSD student-facing policies, in particular:

- Mitigating Circumstances Policy, and
- Fitness to Practise policy.

Further details of these policies and procedures can be found in the Academic

Quality Handbook (in particular *Chapter 13 – Student Cases*). Students who believe their particular circumstances might permit them to make a case under one or more of these policies/procedures should contact the Student Services team at the earliest possible opportunity to discuss requirements.

For more information about the Academic Quality Handbook, please go to:

<https://www.uwtsd.ac.uk/academic-office/>

8. Self-withdrawal

If students are unable to continue their studies for any particular reason and have exhausted all other options, they are able to withdraw themselves from their studies.

Students who wish to withdraw themselves from their programme of study must complete “Student Request to Withdraw” form (formerly GA16) online via MyTSD (<https://mytsd.uwtsd.ac.uk/>). You can access the form under the “Data Changes and Forms” tab on the “Forms” Menu. Until this form has been completed and submitted, the student will still be considered a current and enrolled student.



Students have the right to re-apply to the University for study at a later date. Admission will review the following when students have reapplied to the university: student's previous attendance and academic progress. Student's will need to attend an interview with one of the academics. Students should note, however, that admission, even onto the same programme of study, is not guaranteed. Normally, students who have been withdrawn by the University will not be able to re-apply at a later date.

9. Further guidance

If a student is not happy or satisfied with the above policy, the student is advised to seek further advice through the Academic Office or Trinity Saint David Students' Union.

Academic Office: <https://www.uwtsd.ac.uk/academic-office/>

Trinity Saint David Students' Union: <https://www.uwtsdunion.co.uk/>

10. Completion of Procedures and Independent Review

Complaints to the Office of the Independent Adjudicator (OIA) for Higher Education must be made within 12 months of the effective date of the Completion of Procedures Letter. The effective date of a Completion of Procedures Letter will normally be the date on which it is issued. Where a request for review is deemed out of time or where a Completion of Procedures Letter is requested more than 30 days after the notification of the final decision, the effective date of any Completion of Procedures Letter will normally be the date upon which the final decision was made. Full details of the procedure will be available from the OIA website:

www.oiahe.org.uk.

