

Attendance, Engagement and Progress Policy

1. A student on a taught programme is required to register/sign in at the beginning of the Autumn Semester and at such other times as required by the College, to attend lectures and other classes as may be prescribed for the programme of study and to be available to undertake such work as prescribed.

Students who have been granted a visa under the Points-based Scheme operated by UK Visas and Immigration (UKVI) to study in the UK under the sponsorship of the College should note that failure to comply with some or all the expectations set out in the General Regulations may be deemed an unauthorised absence under UK Law and that the College is required to report such absences to the UKVI and will in addition take any further action(s) required under UK immigration law.

A student who no longer has extant leave to remain and study in the United Kingdom will be suspended from the College. In the event that appropriate leave to remain in the United Kingdom is granted, the student shall notify the College in writing whereupon consideration will be given to the lifting of the suspension. If the student does not contact the College within one month of the suspension, the student will be withdrawn from the College.

2. All students are required to attend any meeting called by the College throughout the academic year.
3. A student registered on a taught programme is allocated a Programme Leader who is ready to give advice and help at any mutually convenient time in their weekly tutorial sessions.
4. A student is required to inform the College at once of any changes in her/his circumstances.
5. A student who is unable to engage with their course of study due to ill health must report this immediately to the College.
6. The College may at any time temporarily exclude or permanently expel from further study:
 - a) any student whose attendance and engagement is deemed to be unsatisfactory;
 - b) any student who fails to make satisfactory progress in the programme of study.
7. If a student has been suspended for financial and/or other reasons, consideration may be given by the Dean of HE as to whether the absence from the programme is incompatible with the reasonable expectation that a student will complete the programme within reasonable time, having regard to the College's regulations concerning the duration of courses. There are separate regulations dealing with other aspects of the academic conduct of students or conduct relating to their studies, for example the regulations dealing with plagiarism and/or collusion.
8. For the purposes of this regulation the following definitions shall apply:

- a) Attendance – the physical presence on a timely basis of the student at teaching events or other required events as prescribed by the College;
- b) Engagement – the active involvement of the student in their studies as evidenced, for example, by meaningful contributions to teaching events, appropriate preparatory work in advance of teaching events, constructive working with fellow students as required by the structure of the programme of study;
- c) Progress – the achievement of satisfactory academic results, evidence of developing academic skills appropriate to the programme of study, the development of ancillary skills as appropriate to the particular programme of study.

The determination of the extent to which a student is fulfilling the requirement for Engagement and Progress shall be an academic judgement. It shall normally be within the authority of the Dean of HE to determine whether the level of Engagement and Progress evidenced constitutes a breach. This determination shall be made in accordance with the procedure described within the College's Statement of Policy on Attendance Engagement and Progress.