

STUDENT ENGAGEMENT AND ATTENDANCE POLICY

1 The University of Law's Student Engagement and Attendance Policy has been informed by the Office for Students Sector-Recognised Standards and the General Ongoing Conditions of Registration and has regard to the Quality Code for Higher Education, specifically the Advice and Guidance Monitoring and Evaluation. The Office for Students Sector Recognised Standards and the General Ongoing Conditions of Registration are the definitive reference points for all UK higher education institutions and set out how academic standards are established and maintained and how the quality of learning opportunities¹ are assured and enhanced. This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

2 This policy has been developed as part of the commitment of the University to provide a supportive learning

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Visa Sponsored Students

32 Students who are sponsored by the University on a Student Visa are subject to the [Attendance Policy for Visa Sponsored Students](#). Visa sponsored students

38 Where a student is withdrawn from their studies due to non-Attendance and/or Engagement, they will be informed of their right to appeal the decision and the appeal process. The appeal form can be found in Appendix B.

Responsibility for the Provision

39 Responsibility for reviewing and evaluating the effectiveness of this policy lies initially with the Deputy Vice-Chancellor Academic.

Monitoring and Evaluation of the Provision

40 Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

Version history:

Version	Amended by	Revision summary	Date
V1.0	Operations Manager	Initial Draft	18/08/14
V1.2	External Consultant	External review	09/09/14
V1.3	VP (AGQS) Academic Registrar	Coherence	15/09/14
V1.4	Executive Management Board	Approval	20/09/14
V1.5	Academic Board	Approval	02/10/14
V1.6	AGQS	Review	06/11/14
V1.7	Proofreader	Proofing	18/12/14
V1.8	Head of Student Support Services	Review/update	13/05/16
V1.9	Head of Student Support Services	Incorporate input following review by Senior Tutor	26/07/16
V1.10	Academic Board	Approval	31/08/16
V1.11	Head of Student Support Services	Review/update	14/08/18
V1.12	Head of Student Support Services	Incorporate input from Ops/Programme teams/Head of IVO	14/09/18
V1.13	Head of Student Support Services	Incorporate input from online programme	01/10/18

Appendix A Appeal Process for Cancellations Within the First 14 Days of Course

Where your place is cancelled in the first 14 days of your course due to non-Attendance and/or non-Engagement, you will be informed via email of your right to appeal the decision and the appeal process.

You must make an appeal by email within 48 hours from the date of the cancellation email by completing the Cancellation Appeal Form which is provided in the cancellation email as a link. For an appeal to be considered, you will need to:

- Provide reasons for your non-Attendance and/or non-Engagement, supported by evidence to substantiate this, together with a full explanation of why you have not responded to previous communication

On receipt of the appeal form, the Executive Cancellation Panel will consider the appeal within 7 calendar days. Following the Panel meeting:

- if the Panel reverses the cancellation, your status will be changed to “current”, and you will be allowed to continue your course.
- If the Panel upholds the cancellation, you remain cancelled from your course.

You will receive the outcome of the appeal within 2 working days from the date of the Panel.

The Executive Cancellation Panel's decision is final.

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Appeal Form

Student