



## Attendance and Engagement Policy for Students in Receipt of US Federal Loans or Studying in the UK under a Student Route Visa

Version	Update and Reason	Author and Title	Date of College Executive Committee Approval	Effective Date	Review date
3.0	Policy updated to reflect the change in method used to confirm student attendance for those enrolled on UG/PG taught programmes of study.	Adam Hall (Head of Course Support)	To be noted 11 <sup>th</sup> October 2023	25 <sup>th</sup> September 2023	September 2024
2.0	Policy updated to reflect amendments to the frequency and types of timetabled events used to monitor engagement for students on taught courses of study.	Adam Hall (Head of Course Support)	3rd February 2023	9th May 2023	September 2023

1.0	New policy to reflect changed modes of delivery and revisions to compliance with UKVI and USDE expectations	Emma Burchfield (Academic Registrar)	2nd February 2022	21st February 2022	February 2023
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- VI. For all students - to ensure that they are absent for no more than two consecutive contact points without authorisation.
- VII. For all students . to check their RVC email inbox regularly for pertinent correspondence.

## **2. Process**

### **2.1 Monitoring attendance and engagement for students on taught courses of study**

Fortnightly course attendance will be monitored via the taking of registers with digital student signatures and GPS locations attached for all types of timetabled events including, but not restricted to, lectures, seminars or directed learning sessions. All types of sessions will continue to be monitored. Paper registers may also be used in some circumstances and students will be informed at the beginning of a session if this is the case.

For interns and residents on the MVetMed course, engagement will be monitored by supervisors in the clinical environment with alert to the Graduate School of any unauthorised absence.

For students on IMR rotations, course engagement will be monitored by supervisors and rotation leads in the clinical environment with alert to the Course Support administrator of any unauthorised absence.

Submission of assessments and taking of examinations will also be used to demonstrate continued course engagement.

### **2.2 Monitoring attendance and engagement for students on postgraduate research programmes**

The Graduate School will monitor attendance at supervisory meetings and scheduled training events using PhD Manager.

Additionally, supervisors must inform the [Research Degrees Officer](#) if they have been unable to contact their student within any six-week period of expected educational activity.

### **2.3 Monitoring engagement for students on Study Abroad Programmes Overseas**

The RVC tutor will inform the Course Support administrator if they have been unable to contact their student within any six-week period of expected educational activity while overseas.

### **2.4 Monitoring engagement for students with dissertation/project activity**

The dissertation/project supervisor will inform the Course Support administrator if they have been unable to contact their student within any six-week period of expected educational activity.

### **2.5 Monitoring engagement for students on research field trips**

The RVC Tutor/dissertation supervisor will inform the Course Support administrator or Graduate School as appropriate if they have been unable to contact their student within any six-week period of expected educational activity.

### **2.6 Absence and other difficulties**

Students may be unable to attend timetabled teaching events or other scheduled contact points for good reason . for example, sickness or bereavement. It is important that we know, in advance wherever possible, when students are unable to engage with their studies so that



reverted to them. Failure to meet the attendance threshold may also result in the student being withdrawn from the course/programme and UKVI informed where appropriate (according to UK immigration status) as described above.

### 3 Confidentiality and record keeping

#### 3.1 Confidentiality

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#### 3.2 Record keeping

Student engagement data and absence records will be held securely until one year after student exit from the RVC.

### 4. Partner institutions

#### 4.1 What is a partner institution?

In order to provide educational and other student experiences the RVC may partner with other Higher Education Providers (HEP) or organisations. Examples of these include joint and franchised degree programmes and partnerships with veterinary practices to provide clinith veterinary practices to pro4bh vy utd e e 5(V)15(C)5(.)JTETQ0.00008875 0 595.56 842.04 reW\*nBT/

- I. The [Advice Centre](#) provides general advice on student issues, counselling and mental health support. They also have a dedicated International Student Advisor and a Disability Advisor.
- II. The [Study Skills team](#) support students to maximise their learning by finding effective techniques that help them to success in their university life.
- III. [Student Success Coaches](#) provide coaching support from RVC alumni to help students deal with specific issues or acquire new coping skills.
- IV. Student tutors/supervisors provide pastoral support and sign posting to key information and services.
- V. The [Chaplaincy](#) offers non-judgemental support to deal with issues that arise through work or study.
- VI. [Report and Support](#) allows students to report a variety of issues and access appropriate support as part of our commitment to a providing a safe and inclusive community.
- VII. The [ÜXÔÛç â^}o dW ā }](#) provides support independent of the RVC and has dedicated welfare and international reps