

Student Attendance Policy and Procedure

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| The Student Attendance Policy and Procedure is an attendance policy that is both understanding of the issues and pressures facing students and enables the university to ensure that all students are fully engaged with their studies. | |
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1. Introduction

The University has a duty to monitor attendance and to support students to complete their programme of study.

All students are expected to attend all their taught sessions and to have contact with supervisors on a regular basis. This policy sets out the minimum expectations for attendance – these are defined as ‘points of contact’; the actions that may be taken when these points of contact are missed, and the procedure for checking attendance and taking any action relating to it.

This policy sits alongside, and does not override, any attendance requirements that a student may be subject to gain professional accreditation at the end of their studies. Where these requirements exist, they will be stated in the programme documentation.

2. Scope

2.1 This policy applies to the following groups of students:

- All students registered on a taught or postgraduate research programme that is awarded and wholly delivered by the University of Greenwich.
- All students registered on a Distance Learning or Flexible Degree programme delivered by the University of Greenwich.
- All students registered on a taught dual degree programme that is awarded by the University of Greenwich while they are being taught at the University of Greenwich.
- Students studying on a programme at the Medway School of Pharmacy.
- Higher and Degree apprentices who are sponsored by their employers to undertake a degree apprenticeship at the University of Greenwich.

2.2 The university has other categories of student registration, which are not subject to this Policy, these are as follows:

- Students registered on a programme that is delivered wholly or in part by a UK partner institution, except where its application may be stipulated under the relevant franchise agreement.
- Students registered at one of our international collaborative partners.
- Students at University of Greenwich International College (UGIC)

2.3 Higher and Degree Apprenticeship courses follow the process for taught students with the additions/exceptions set out in Appendix B.

2.4 Some programmes of study at the university are subject to attendance requirements specified by professional bodies and other external organisations. Where this is more rigorous than set by the University, the requirement of the professional body will prevail.

2.5 Where necessary, variations from the policy may be introduced with appropriate university level agreement based on specific programme requirements, which must be indicated in programme documentation.

3. Key Principles

- 3.1 All timescales referred to in this document are measured in 'calendar days' which means every day of the week including Saturdays and Sundays, except for university closure days such as public holidays and Christmas closures. Full details of term dates and university closures can be found here <https://docs.gre.ac.uk/rep/sas/term-dates>
- 3.2 Attendance records will be held centrally in a searchable system. Faculties are responsible for the management and maintenance of attendance records for all students on modules run by that faculty.

4. Measuring attendance

| Type of student | How attendance is recorded | Definition of missed point of contact |
|--|--|---|
| Taught students | In-person timetabled sessions | An entire week with no attendance recorded for students on a visa; two consecutive weeks for non-student visa holders |
| Postgraduate taught students at project/dissertation stage | Supervisory meetings | Two consecutive weeks without recorded engagement |
| Taught students on work or clinical/professional placement | Contact with the placement tutor or faculty placement team | Two consecutive weeks without contact with the placement tutor/team |
| Postgraduate research (PGR) students | The student's write up of meetings with the supervisory team on the PULSE system | An entire calendar month without a supervisory meeting recorded in PULSE |
| Flexible degree students | Listed in the programme documentation | Listed in the programme documentation |
| Students' Union Officers | Contact with the Head of Student Engagement and Success (or their nominee) | Two consecutive weeks without contact with the Head of Student Engagement and Success (or their nominee) |
| Higher and Degree apprentices | See Appendix B | See Appendix B |

Taught students – face-to-face teaching

- 4.1 Attendance will usually be recorded and monitored in most timetabled session per module per week. These could be workshops, seminars, tutorials etc.
- 4.2 Attendance during the first two taught weeks following the start of a cohort will be recorded but will not be used to escalate notifications for non-attendance. This is

to establish the routine of registering attendance and to resolve any early IT issues before attendance is formally recorded.

- 4.3 An entire week with no attendance at any module will be considered as a Missed Contact.
- 4.4 Where a taught student is studying overseas as part of a dual degree, Erasmus exchange or on study abroad, responsibility for recording attendance will lie with the partner institution, who must inform the student's faculty of four consecutive weeks Missed Contact within 7 calendar days and supply attendance records on request within 7 calendar days.
- 4.5 It is the responsibility of the student to arrive promptly for the start of timetabled sessions to ensure their attendance is recorded and to not disrupt the teaching being delivered. Late or partial attendance will result in the contact point not being recorded as the student having attended.
- 4.6 If a student were to leave a timetabled session before the attendance has been recorded, this will result in the contact point not being recorded.
- 4.7 If a student were to leave a timetabled session after recording their attendance, this will result in the contact point not being recorded as the student having attended.

Taught students at project/dissertation stage (postgraduate programmes only)

- 4.8 The attendance of students solely studying the project/dissertation module of their postgraduate Master's degree is monitored through regular meetings with their supervisor (either face-to-face or online).
- 4.9 Students are expected to engage with their supervisor on a fortnightly basis and complete the appropriate forms (e.g., MS Form, Moodle quiz or similar) to formally record their engagement. Two consecutive weeks without the formal recording of engagement will be considered a Missed Contact.

Taught students on work or clinical/professional placement

- 4.10 Attendance will be recorded through contact with the Placement Tutor or Faculty Placement Team, which is expected to occur fortnightly. Two consecutive weeks without contact with the placement tutor/team will be considered a missed point of contact.
- 4.11 Where a student is attending a clinical or other professional placement (e.g., nursing, social work, teaching) to satisfy a PSRB professional practice requirement, attendance will be monitored on a weekly basis (in accordance with published programme regulations).
- 4.12 If a student loses their placement for any reason, they must let their Faculty Placement Team know immediately so that alternative arrangements can be put in place.

Postgraduate Research (PGR) students

- 4.13 The attendance of Postgraduate Research (PGR) students is monitored through regular meetings with members of their supervisory team (either face-to-face or online). Each supervisory meeting is considered a point of contact.
- 4.14 Students are expected to engage with a member of their supervisory team monthly. An entire calendar month without a point of contact will be considered as a Missed Contact.
- 4.15 Students will record contact points/supervisory meetings on the PULSE system, which will be used as a record of attendance.
- 4.16 If a student fails to undertake and/or record a contact point or meeting on the PULSE system, this will be considered as a Missed Contact.
- 4.17 In exceptional circumstances, contact with the Faculty/Departmental research coordinator or administrator can also be considered as a point of contact. This can only replace supervisory contact once in a 6-month period.
- 4.18 PGR students are expected to demonstrate attendance at all points up to their viva. Once a student has passed their viva, they will only be required to submit evidence of attendance again if they receive an outcome of:
- Major amendments
 - Re-submission
 - Write-up for MPhil
- 4.19 Attendance will be demonstrated through face-to-face supervisory meetings, but where this is impractical, contact via online means (e.g., Skype, Teams or Zoom), telephone, email, and other means may also be accepted.
- 4.20 Contact must be made and recorded regardless of the physical location of the student.

Distance learning and Flexible degree students

- 4.21 It is recognised that the frequency and level of attendance required on a distance learning or flexible degree programme may vary according to the programme set-up, and the circumstances of individual students.
- 4.22 For students registered on distance learning or flexible degree programmes, attendance will be determined and monitored by the programme team based on the prevailing programme structure. The university retains the right to withdraw a student for lack of attendance, in line with the escalation procedure for taught students.

Students' Union Officers

- 4.23 Where a student is on a student visa undertaking an official role such as an elected, full-time Students' Union Officer, fortnightly contact with permanent Student's Union staff, shared with the Head of Student Engagement and Success (or their nominee) will serve as evidence of ongoing engagement.

5. Fraudulent Recording or Submission of Attendance

Any student found to fraudulently submit their attendance through any means; or found to have submitted attendance on behalf of another student could be considered as having committed an act of misconduct and be subject to the [Student Disciplinary Procedures](#).

Examples of fraudulent submission may include, but are not limited to students:

- Signing a register on behalf of another student.
- Providing their student ID card to another student to submit their attendance.
- Using another student's student ID card to submit their attendance.
- Distributing QR codes and/or one-time-only codes used by the University of Greenwich's attendance monitoring system.
- Using the IT credentials of another student to attend or engage with an element of their studies used to monitor attendance.
- Requesting another student or individual to submit their attendance on their behalf.
- Requesting another student or individual attend or engage with an element of their studies used to monitor attendance.
- Otherwise impersonating another student or requesting another student or individual to impersonate them.
- Recording attendance and immediately leaving the session.

6. Authorised Absence

- 6.1 The University recognises that, occasionally, students may be unable to meet the minimum attendance requirements due to unforeseen circumstances.
- 6.2 If a student is unable to attend face-to-face teaching, they must notify the University; if this is not done, the absence will count as a missed point of contact.
- 6.3 For absences of more than three calendar days, students must complete an [authorised absence form](#). This form must be discussed with the programme leader and subsequently authorised by their Faculty Retention and Success Officer or for postgraduate research students, the research supervisor and, where relevant, the Research & Enterprise Training Institute.
- 6.4 Where possible, a request for authorised absence should be submitted in advance.
- 6.5 Authorisation for unplanned absences may be submitted up to 7 calendar days after the last day of absence. Requests for authorised absence submitted after 7 calendar days may not be considered.
- 6.6 Authorised absence forms must be supported by appropriate [evidence](#).
- 6.7 The university will consider requests for authorised absence supported by evidence that demonstrates why the absence should be permitted. The university will normally approve authorised absence requests for up to 14 calendar days absence.
- 6.8 In exceptional cases, requests for more than 14 calendar days absence may be considered.
- 6.9 All requests will be treated sensitively, and the university will try to accommodate

all reasonable requests. However, where an absence may have a detrimental effect on a student's academic progress, or where absence levels are already of concern, such requests may not be granted.

7. Attendance monitoring escalation procedure

The university will make every effort to avoid having to initiate the formal attendance escalation procedure. However, if informal attempts to contact and re-engage a student are unsuccessful, the following procedure will apply:

Taught students on a visa

- 7.1 Students on a Visa sponsored by the University of Greenwich at all academic levels have a requirement and responsibility to maintain sufficient attendance to satisfy the conditions of their student visa.
- 7.2 Students on a Visa are responsible for being aware of the conditions of their sponsorship, which are summarised on our [Conditions of Sponsorship](#) information.
- 7.3 In addition to monitoring weekly levels of non-attendance that could result in a Stage 1, Stage 2 or Stage 3 Non-Attendance escalation email, Students on a Visa will be monitored for absences of 60 consecutive calendar days or more.
- 7.4 After a complete calendar week of unauthorised missed contact, an email will be sent notifying the student that their level of attendance has dropped and requesting that they contact their Retention and Success Officer to discuss any issues or support needs.
- 7.5 After a second consecutive week of unauthorised missed contact, a second email will be sent warning the student that another missed week will likely result in them being withdrawn and requiring them to contact their Faculty Retention and Success Officer (RSO) to resolve any issues.
- 7.6 After a third consecutive week of unauthorised missed contact, the student will be contacted directly by their Faculty Retention and Success Officer (RSO) and informed that they will be withdrawn unless a request for interruption has been submitted within 14 calendar days and subsequently granted.
- 7.7 During this 14-day window, if a student supplies new evidence to support their lack of attendance, the faculty may use discretion to consider this. Where there are exceptional circumstances, this may halt withdrawal proceedings, if it is deemed that the evidence is sufficiently strong to retrospectively grant authorised absence, and the student is able to catch-up with their studies.
- 7.8 If a student fails to submit a request for interruption within 14 calendar days, a fourth and final email will advise the student that they will be withdrawn with immediate effect and their student record will be updated. Sponsorship will be curtailed at this point and UKVI will be notified.
- 7.9 If a student submits a request for interruption within 14 calendar days that is subsequently not granted, a fourth and final email will advise the student that they will be withdrawn with immediate effect and their student record will be updated.
- 7.10 Any absence of 60 consecutive calendar days or more will result in an immediate

withdrawal.

- 7.11 A Student on a Visa may meet or exceed 60 consecutive calendar days of absence or non-attendance prior to obtaining a Stage 1, Stage 2 or Stage 3 Non-Attendance email.
- 7.12 The university will contact students on a Visa where infrequent attendance has been observed and that immediate improvement is required and continued absences will result in withdrawal.
- 7.13 Where a Student on Visa is being progressed to withdrawal as a result of any absence of 60 consecutive calendar days or more, they will be sent a Withdrawal Notification email to confirm this action.
- 7.14 Where a Student on Visa can provide evidence of their attendance during the 60 consecutive calendar day period of recorded absence, this will be considered and if approved may result in the withdrawal being halted.
- 7.15 Students on a Visa who are withdrawn will have their sponsorship curtailed at this point and UKVI will be notified when this action has been completed by the Student Visa Compliance Team.

All other taught students

- 7.16 After two complete calendar weeks of unauthorised missed contact, an email will be sent notifying the student that their level of attendance has dropped and requesting that they contact their Retention and Success Officer to discuss any issues or support needs.
- 7.17 After a second fortnight of unauthorised missed contact, a second email will be sent warning the student that further unauthorised absences will likely result in them being withdrawn and requiring them to contact their Retention and Success Officer to resolve any issues.
- 7.18 After a further week of unauthorised missed contact, the student will be contacted directly by their Faculty Retention and Success Officer (RSO) and informed that they will be withdrawn unless a request for interruption has been submitted within 14 calendar days and subsequently granted.
- 7.19 During this 14-day window, if a student supplies new evidence to support their lack of attendance, the faculty may use discretion to consider this. Where appropriate, this may halt withdrawal proceedings, if it is deemed that the evidence is sufficiently strong to retrospectively grant authorised absence, and the student is able to catch up with their studies.
- 7.20 If a student fails to submit a request for interruption within 14 calendar days, a fourth and final email will advise the student that they will be withdrawn with immediate effect and their student record will be updated.
- 7.21 If a student submits a request for interruption within 14 calendar days that is subsequently not granted, a fourth and final email will advise the student that they will be withdrawn with immediate effect and their student record will be updated.

Postgraduate Research (PGR) Students

- 7.22 After a complete month of non-attendance, an email will be sent notifying the student that their level of attendance has dropped and requesting that they contact their supervisor to discuss any issues they might have. The email will be copied to the student's first supervisor.
- 7.23 After a second consecutive month of non-attendance, a second email will be sent warning the student that another missed month will likely result in them being withdrawn and requiring them to contact their supervisor to resolve any issues. The email will also be copied to the student's first supervisor. Where the student is also a member of staff, the line manager will also be copied in.
- 7.24 After a third consecutive month of non-attendance, the student will be contacted directly by their Faculty Retention and Success Officer (RSO) and informed that the process of withdrawal will begin unless a request for interruption has been submitted within 14 calendar days and subsequently granted. The RSO will liaise with the Research & Enterprise Training Institute to ascertain whether a request for interruption has been made.
- 7.25 If a student submits a request for interruption within 14 calendar days that is subsequently not granted, a fourth and final email will advise the student that they will be withdrawn with immediate effect. This withdrawal should happen no later than the 4 calendar days after the decision not to grant the interruption.
- 7.26 In the case of research students where the student is also a member of staff, prior to further action being taken a meeting will be convened between the student, supervisor and line manager, normally within 14 calendar days of the end of the monitoring period
- 7.27 Where a PGR student also holds a student visa, an absence of 60 consecutive calendar days or more will result in an immediate withdrawal.
- 7.28 A PGR Student on a Visa may meet or exceed 60 consecutive calendar days of absence or non-attendance prior to obtaining a Stage 1, Stage 2 or Stage 3 Non-Attendance email.
- 7.29 Where a PGR Student on Visa is being progressed to withdrawal as a result of any absence of 60 consecutive calendar days or more, they will be sent a Withdrawal Notification email to confirm this action.
- 7.30 Where a PGR Student on Visa can provide evidence of their attendance during the 60 consecutive calendar day period of recorded absence, this will be considered and if approved may result in the withdrawal being halted.
- 7.31 PGR Students on a Visa who are withdrawn will have their sponsorship curtailed at this point and UKVI will be notified when this action has been completed by the Student Visa Compliance Team.

Withdrawal based on Repeated Patterns of non-attendance

- 7.32 Repeated patterns of unauthorised Missed Contact can be considered to have occurred where multiple Stage 1 Non-Attendance emails, Stage 2 Non-Attendance emails or combinations of multiples of both have been/will be sent to a student.

- 7.33 A record will be kept of students who have received a stage 1, stage 2 or stage 3 non-attendance email and monitored for repeated patterns of non-attendance, such as multiple stage 1 or 2 non-attendance emails, or a stage 3 email followed by a stage 1 or 2 email.
- 7.34 A pattern of non-attendance/Missed Contact can invoke the Repeated Patterns of Non-Attendance email, this email informs a student that they are now being considered for withdrawal and that this will be considered and processed in 14 calendar days.
- 7.35 Repeated patterns of unauthorised Missed Contact can be considered without a student being sent a Stage 2 or 3 Non-Attendance Email.
- 7.36 During this 14-day window, if a student supplies new evidence to support their lack of attendance, the Retention team will defer to the faculty who may use discretion to consider the evidence to determine whether they are eligible for authorised absence. Where there are exceptional circumstances, this may halt withdrawal proceedings, if it is deemed that the evidence is sufficiently strong to retrospectively grant authorised absence, and the student is able to catch-up with their studies.
- 7.37 During this 14-day window, if a student submits an interruption form this will be considered and, if granted, the withdrawal action will not be processed.
- 7.38 If a student fails to submit a request for interruption, the university does not receive suitable evidence to support lack of engagement, or there is a consensus that the student is unable to catch up with their students within 14 calendar days, a Withdrawal Confirmation email will be sent advising the student that they will be withdrawn with immediate effect and their student record will be updated.
- 7.39 If a student submits a request for interruption within 14 calendar days that is not granted or cannot be supported, a Withdrawal Confirmation email will be sent advising the student that they will be withdrawn with immediate effect and their student record will be updated.
- 7.40 Students on a Visa who are withdrawn or interrupted as part of this process will have their sponsorship curtailed at this point and the Student Visa Compliance Team will notify UKVI within 10 working days.

8. Appeals against a withdrawal

Grounds for Appeal

- 8.1 Students have the right to appeal against a withdrawal by default on the following grounds:
- (i) That there are extenuating circumstances relating to ill health or personal difficulties which the student was unable to raise prior to or during the escalation procedure; and/or
 - (ii) That the record relating to the student's attendance is incomplete or inaccurate, and the student was not able to correct this information at an earlier stage.
- 8.2 Students wishing to appeal must show a compelling reason why this information could not be made available before the decision to withdraw was reached and provide documentary evidence in support.

- 8.3 Where the student could have reasonably made the information available prior to the decision being made, such evidence may not be accepted as grounds for appeal.
- 8.4 An appeal will not be considered where an interruption of study has been requested and granted during the Attendance Monitoring Escalation Procedure but has been rejected by the student.
- 8.5 An appeal will not be considered prior to a student being withdrawn because of the Attendance Monitoring Escalation Procedure.

How to Appeal

- 8.6 Appeals should be submitted in writing using the [Student Attendance Policy Appeal Form](#). Procedures for submitting the form are outlined in the accompanying [Guidance for Students](#).
- 8.7 Original evidence must be provided in support of the appeal and listed on the Appeal Form.
- 8.8 Evidence should be provided at the time the Appeal Form is submitted, but where a student is unable to provide with the appeal form, it can be submitted separately but must still be within the 14 calendar days deadline to be considered.
- 8.9 In exceptional cases only, a late submission of evidence may be considered provided that this is accompanied by detailed and supported reasons for the late submission within the Appeal Form.
- 8.10 Where an exceptional case for the late submission of evidence is supported, it must be submitted within 7 calendar days of the original appeal deadline.
- 8.11 Appeals must be received no later than 14 calendar days after the date of Withdrawal Notification email. An acknowledgement email will be issued on receipt of the appeal.
- 8.12 Appeals received after the 14 calendar day deadline will be deemed out of time and will not be considered. A Completion of Procedures letter will be issued including details of the OIA scheme.
- 8.13 In exceptional cases only, a late appeal may be considered provided that it is accompanied by detailed and supported reasons for the late submission.
- 8.14 Where an exceptional case for the late submission of an appeal is supported, evidence must be submitted with the Appeal Form and any evidence submitted after the extended appeal submission date will not be considered.

Consideration of the Appeal

- 8.15 The appeal will be reviewed by the Associate Dean of Student Success or nominee the student is registered with and a response to the student will be provided within 14 calendar days of receipt of the appeal.
- 8.16 Where a student is studying a programme across two faculties, the appeal will be considered by the Associate Dean of Student Success or nominee in the

substantive Faculty.

8.17 The following decisions can be made:

- (i) To dismiss the appeal if it is determined that no substantive case has been established or appropriate evidence has not been provided, maintaining the withdrawal. The student will be advised of their right to request a review of the decision under the Final Review Procedure (see section 9).
- (ii) To uphold the appeal and request Student & Academic Services to reinstate the student's registration with or without a recommendation that the student be granted a retrospective period of authorised absence.

This outcome is not available in the following circumstances:

- The student was on a visa and was withdrawn for 60 or more consecutive calendar days of absence.
- The student was on a visa and has had sponsorship of their visa withdrawn by the Student Visa Compliance Team.
- The student no longer has appropriate leave to remain in the UK or a right to study in the UK.

- (iii) To present the student with an opportunity to amend their withdrawal to an interruption of study. This can be provided to the student at any point during the appeal process but may not be a suitable or a viable option in all cases (e.g., where an interruption would extend a student's expected end date to a point where they cannot complete their course within the maximum period of registration as described in the Academic Regulations for Taught Awards or the Academic Regulations for Postgraduate Awards).

8.18 The Faculty may specify conditions of reinstatement and the consequences of the student failing to adhere to these conditions. Subsequent failure to adhere to these conditions can result in the student's withdrawal.

8.19 The student will be advised of their right to request a review of the decision under the Final Review Procedure (see section 9).

8.20 If the offer of interruption is rejected by the student, the original withdrawal decision stands. It will also be deemed that the offer has been declined if the student fails to respond by the deadline. The student will be advised of their right to request a review of the decision under the Final Review Procedure (see section 9).

8.21 Where the original withdrawal decision stands, the University will endeavour to award the student with any appropriate awards or qualifications they could be issued based on the academic credits on their profile that have been previously awarded by a Progression and Award Board (PAB).

8.22 Where the original withdrawal decision stands and an award or qualification cannot be issued, the University will endeavour to issue documents confirming the academic credits on their profile that have previously been awarded by a Progression and Award Board (PAB).

8.23 Where a period of interruption has been offered and accepted by a Student on a Visa, the sponsorship of their visa will remain withdrawn and the UKVI notified of the update from withdrawn to interruption.

- 8.24 Where a period of interruption has been offered and accepted by a student, they must be able to re-register with the University of Greenwich when asked to do so. This includes, but is not limited to there being no outstanding fees to pay, they have completed any requests from the Student Visa Compliance team (e.g., provided evidence of departure from the UK or applied for a new Confirmation of Acceptance for Studies (CAS), have appropriate leave to study in the UK or otherwise be able to re-register.
- 8.25 If the issues raised within the appeal submission are considered to potentially impact on the student's ability to study on return to the university, the Faculty may refer the case to the Fitness to Study procedure.

9. Final Review Procedure following an Attendance Appeal

- 9.1 Where a student has received a formal outcome following an Attendance Appeal they may request a Final Review of that decision using the [University's Final Review Procedure](#).
- 9.2 Requests for a Final Review must be submitted using the Final Review Form within 14 calendar days from the date of the formal outcome.
- 9.3 A Final Review request received after the 14 calendar days deadline will not be considered.
- 9.4 Only after the formal completion of a Final Review and a student has received a Completions of Procedures letter confirming this, would they be signposted for further External Adjudication.

10. External Adjudication

Students who have been issued with a Completion of Procedures letter following a Final Review, are able to complain to the Office of the Independent Adjudicator (OIA) if they remain dissatisfied with a final decision of the University providing that their complaint is eligible under its rules, which are available on the OIA website at <http://www.oiahe.org.uk>.

Students will need to send a Scheme Application Form to the OIA within twelve months of the date of the Completion of Procedures letter. A Scheme Application Form can be downloaded from the OIA website.

11. Student Guidance

Guidance for students on our attendance monitoring policy can be found on the university website [Attendance -Student Guidance](#)

Students can seek independent, free, and impartial advice from the GSU Advice Service: <https://www.greenwichsu.co.uk/advice/>

Appendix A

Definitions

1. Taught Student – This term applies to those students studying on an Undergraduate or Postgraduate programme which is based on Attendance with timetabled sessions.
2. Distance Learner – This term applies to those students who are registered for a programme that does not meet physically but uses online means only through which to deliver the teaching and associated learning.
3. Flexible Learner – This term applies to those students who are registered for a flexible degree programme that is delivered predominantly online with one day of study on campus.
4. Postgraduate Research (PGR) Students – This term applies to those students undertaking a research degree where there is a varied amount of on campus engagement.
5. Higher and Degree Apprenticeship Students – This term applies to those in employment who are studying on an apprenticeship course which is based on off- the-job training and includes Attendance with timetabled sessions.
6. VLE – This term stands for Virtual Learning Environment and in most cases refers to the use of Moodle.
7. Students on a Visa – This term applies to Taught and Postgraduate Research Students who hold a student visa that falls under the sponsorship and sponsor license of the University of Greenwich.

Appendix B

Higher and Degree Apprentices

The procedure for monitoring the attendance of higher and degree apprentices will follow the processes set out for students on taught programmes of study in the main body of the Student Attendance Procedure with the additions set out below:

1. Authorised absence

1.1 An apprentice must seek approval if they wish to take leave for a period of up to 4 weeks. Approval needs to be sought from the programme lead and employer using the absence procedures of both the university and the employer. Authorisation cannot be granted unless the programme lead, and employer are in agreement.

1.2 Apprentices can, in conjunction with their employers, apply for a formal break in learning where they need to take a period of leave from work in excess of 4 weeks. The duration of the apprenticeship will be adjusted in line with the period of authorised absence.

2. Measuring attendance and engagement

2.1 There is a minimum requirement of 85% attendance for all apprentices in timetabled sessions. Attendance with university-based study days will be monitored in accordance with the sections in the main policy and procedure relating to taught students.

2.2 The definition of off-the-job (OTJ) training where attendance must be monitored includes teaching of theory, practical training such as shadowing, mentoring, industry visits and participation in competitions along with learning support and time spent writing assessments. Apprentices are asked to record non-timetabled sessions in their OTJ Moodle, and these are reviewed at tripartite reviews.

3. Attendance monitoring escalation procedure

3.1 After a second consecutive week of absence or non-engagement, the RSO will report the apprentice's status to the Programme Leader and Apprenticeship Manager. The Apprenticeship Manager may at this stage contact the apprentice's employer.

3.2 The Apprenticeship Programme Leader determines whether the Missed Contact is authorised. Support and intervention arrangements may be required to support apprentices to catch up on their work.

3.3 After a third consecutive week of absence a meeting will be arranged with the apprentice, employer, and Apprenticeship Manager to discuss whether a break in learning is required. This replaces sections 6.4 to 6.7 above for taught students.

3.4 If an apprentice submits a request for a break in learning this must also be submitted to the respective Apprenticeship Manager.

3.5 The Apprenticeship Manager is responsible for notifying the apprentice's employer in the event of any concerns regarding attendance in relation to informal and formal progress reviews.

ⁱ For example, where the PGR student is on an agreed placement or conducting field research overseas or away from campus.

Appendix C

Related policies and procedures

- [Sponsorship of International Students for Visa Purposes](#)
- [UGIC Attendance Policy](#)
- [Fitness to Practise Procedure](#)
- [Student Disciplinary Procedure](#)
- [Extenuating Circumstances Policy and Procedure](#)
- [Fitness to Study Policy and Procedure](#)
- [Withdrawal and Interruption Policy and Procedures](#)
- [Pregnancy and Maternity Policy for Students](#)
- [Research Student's Supervisors Handbook](#)