UCL Student Engagement Monitoring Policy
2022-23

Introduction
This policy articulates UCL’s approach to monitoring the engagement of its students in their programme of study. Engagement means attending timetabled activity, submitting and passing assessments (both formative and summative), being an active participant in learning activities (such as actively contributing to seminars), contributing fully to group work and being an active learner in all the activities associated with a programme of study. All UCL students are expected to engage fully in their studies.

Attendance Monitoring and RegisterUCL
RegisterUCL is UCL’s platform for logging and monitoring student attendance. Attendance can be logged in RegisterUCL through either the upload of data from manual registers or from the use of card readers located in the majority of UCL’s teaching rooms. A list of which rooms have card readers can be found here.

Faculties are responsible for deciding which modes of attendance will be logged in RegisterUCL and which mechanism (manual registers or card readers where available) will be used to gather the attendance data. Faculties should do this by deciding which forms of attendance matter most for ascertaining the engagement of students. For example, a humanities-based discipline may decide that monitoring seminar attendance allows it to most effectively determine whether students are engaged with their studies whereas a science-based discipline may prefer to monitor lab attendance and problem classes. The important point is that Faculties must monitor the appropriate amount and type of attendance to determine whether a student is engaged with their programme. In reaching this decision Faculties may also want to consider the practicalities of attendance monitoring in relation to the size of the class. Faculties may approve different attendance monitoring requirements across Departments/Programmes where necessary.

Attendance monitoring alone does not offer a complete picture of student engagement. The submission of assessed work (both formative and summative) and the mark obtained in this work are also crucial to determining student engagement. Departments are encouraged to upload student marks to Portico as soon as possible during the course of the academic year. If it is not possible to upload marks to Portico, Departments should ensure they have a mechanism for alerting Personal Tutors of any concerns relating to the assessment submissions of their students.
Faculties must ensure that its attendance monitoring approach(es) is communicated clearly to students and that students are told which classes require the use of ‘checking in’ via a card reader. An image of the card reader and the logo is shown below.

(Image of a RegisterUCL card reader)

Absences and Reasonable Adjustments

Students whose attendance or engagement is affected by a health condition or other personal circumstance must follow the appropriate process detailed in the Student Support Framework.

UKVI and Engagement Monitoring

UK Visas and Immigration require UCL to monitor the attendance and engagement of all students who hold a Student Visa or Tier 4 visa. UCL is obligated to withdraw institutional sponsorship of a student’s visa if they are absent from their studies without permission or if they have not been engaging sufficiently with their programme if study (for example by failing to complete assessed work). If a student has their visa sponsorship withdrawn they will automatically be withdrawn from their programme of studies and their enrolment with UCL will be terminated. Therefore where a Faculty decides to suspend or withdraw a student on a visa they must inform the Immigration Advice and Compliance Team in Student and Registry Services.

Consequences of Poor Attendance and/or Engagement

The setting of attendance and engagement levels is devolved to Faculties. Where Departments identify significant non-attendance/non-engagement they must escalate the issue through the following steps
1. Require the student to meet with their Personal Tutor  
2. If non-attendance and/or non-engagement continues require the student to meet with their Departmental Tutor (or equivalent)  
3. Escalate to the Faculty Tutor who may require the student to attend a Faculty Interview  
4. The Faculty Tutor may require the student to suspend their studies or withdraw the student from their programme of studies.

Summary of Responsibilities:

Students are required to

- Attend all teaching events for their programme of study and to engage fully will all assessed work  
- Ensure they log their attendance as required by their Department/Faculty.  
- Follow the processes articulated in the Student Support Framework if they need any additional support to engage fully in their programme of studies.  
- Students who have permission to be in the UK through a visa issued by UKVI must ensure that they are aware of their responsibilities in relation to attendance under the conditions of their Student or Tier 4 visa.  
- Only use their own ID card to swipe into classes using the card reader facility. Swiping into a class on behalf of another student will be considered a breach of UCL’s code of conduct for both parties.

Faculties are required to:

- Determine which teaching events should be monitored through the submission of data to RegisterUCL  
- Report suspension or withdrawal of visa holders to the Immigration Advice and Compliance Team.  
- Ensure that Departments have communicated to students which classes require attendance logging and the mode for logging this attendance.

Departments are required to:

- Ensure they record attendance at the teaching events confirmed by the Faculty.  
- Tell students to swipe in for teaching events that use the card reader facility  
- Upload manual attendance records to RegisterUCL where the teaching event requires attendance monitoring and the card readers are not a suitable option/not present.