

## Annex 1: Student Attendance Monitoring Policy

- 1 Students are required to be present at and engage with their studies in the manner dictated by the specifics of their programme of study. This policy applies to all taught Students at all levels of study.
- 2 Students are required to register their attendance at every taught session. Your attendance and engagement will be monitored weekly. Faculties will check the record at regular intervals throughout the year.
- 3 The University acknowledges that at times a Student's Attendance could be impacted by a disability or health condition. If a Student thinks this might result in Attendance concerns, they should contact the Disability team or the Wellbeing team to discuss whether there are approaches to support or adjustments which could be beneficial.
- 4 If you are a Student Route (including Tier 4) visa Student, you are not permitted to study the course remotely; you are therefore expected to attend all timetabled, in-person<sup>1</sup> teaching.
- 5 Unauthorised absence which causes concern to your Faculty will result in the following actions:
  - 5.1 If your Attendance and/or online presence does not meet the above requirements for the period monitored, the Faculty will contact you. This correspondence will contain appropriate advice and guidance for you in relation to supporting your engagement with your studies.
  - 5.2 Following the Faculty contacting you regarding your non-attendance, your Attendance will continue to be monitored. Should your Attendance not improve the Faculty will contact you again.
  - 5.3 Upon receipt of a second communication regarding non-attendance, Student Route visa holders will be deemed to be de-registered and UKVI will be notified, unless: other Students, if your relevant Attendance/presence online does improve or you are not able to provide a satisfactory explanation for non-attendance.

academic engagement (such as on-time submission of a genuine attempt at written work or participation in assessments), you will be deemed to be de-registered and the Student Loan Company notified (where relevant).

In all cases, you will need to provide evidence in support of your declared reason for absence; without such evidence, your absence will not be authorised.

For the purposes of Student Route visa holder Attendance monitoring, authorised absences will not count towards periods of consecutive non-attendance. However, where a student continues not to attend after the period of authorised absence expires, the authorised absence will count towards the cumulative total absence calculation.

- 6 Faculties and individual Programmes may set more stringent requirements pertaining to Attendance. Where there is a Professional, Statutory or Regulatory Body (PSRB) requirement for attendance, the PSRB requirement supersedes the University's minimum expectation.
- 7 For apprenticeships, 100% attendance is a requirement for government funding and continuation on Programme. Apprentice Attendance will be monitored at each is a

Should a Student lodge an appeal, their Student status reverts to that of a registered Student until the outcome of the appeal is known.

- 12 Student Route visa Students will then have a further 16 University working days to submit a formal appeal in writing to the Student Appeals and Conduct Officer (or nominee) (Email: [acasupportoffice@dmu.ac.uk](mailto:acasupportoffice@dmu.ac.uk)).
- 13 Students on the Foundation in Art & Design (FIAD) Programme who wish to appeal the Art, Design & Humanities decision to terminate registration must show initial intent to appeal within 5 University working days of formal notification of the decision. FIAD Students will then have a further 16 University working days to submit a formal appeal in writing to the Student Appeals and Conduct Officer (or nominee), as above.
- 14 All other Students who wish to appeal a Faculty's decision to terminate registration must do so in writing to the Student Appeals and Conduct Officer (or nominee) (within 21 University working days of formal notification of the decision).
- 15 The Student Appeals and Conduct Officer (or nominee) will review the case to ensure proper procedure (as outlined above) was followed. Extenuating circumstances may be considered. Extenuating circumstances are genuine circumstances beyond a Student's control or ability to foresee, and which seriously impair their ability to engage with/attend their teaching and learning. Their decision is final and not subject to review by any other University body.
- 16 All Students should note that periods of suspension, debt hold or debt exclusion are not grounds for seeking to appeal a decision to terminate registration on the grounds of non-attendance.

## **Annex 2: Apprenticeships**

- 1 Apprentices at DMU are subject to all standard Student regulations of the University, where applicable. Additionally, they are subject to the funding rules and eligibility rules of the Education Skills Funding Agency (ESFA) at the time of their

ongoing learning in compliance with ESFA funding rules. The University retains the right to remove an apprentice from the programme if:

3.1.1 The apprentice is unable to maintain relevant and on-going work-based evidence of their apprenticeship documented in their e-portfolio

3.1.2 The apprentice fails to demonstrate ongoing evidence of at least 20% Off the Job hours on an agreed schedule by the faculty, as this is required to achieve the Gateway stage prior to End Point Assessment

3.1.3 An apprentice fails to meet agreed deadlines as set out in improvement plans/objectives designed to bring their work-based evidence up to target

3.1.4 The apprentice and/or employer fail to engage with DMU through requested meetings. This could include (but is not limited to):

- Inductions
- Scheduled learning days
- Regular, scheduled progress reviews
- Governance meetings
- Intervention/support meetings

3.1.5 The apprentice fails to demonstrate a commitment towards completing end-point assessment.

3.2 Progression towards and attainment of, approved level 2 English and Maths qualifications is an important part of the apprenticeship programme. For those undertaking a level 3 or higher apprenticeship, it is a requirement that they hold or achieve an approved level 2 in both subjects before they can successfully complete the apprenticeship.

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