Attendance Monitoring Policy

1. <u>Purpose</u>

The purpose of this attendance monitoring policy is to ensure that students actively engage in their academic modules and meet the attendance requirements set by the School. Regular attendance is crucial for students to maximise their learning opportunities, actively participate in class discussions, and meet the learning outcomes of their respective programmes.

In order to comply with student visa requirements, set by UKVI, it is essential for the School to consistently monitor attendance. According to the law, we are obligated to report ten points of contact throughout the programme and notify UKVI regarding any students who do not attend regularly.

Ensuring we have current attendance data is crucial to promptly identify attendance issues that could stem from pastoral welfare concerns or mitigating circumstances.

2. <u>Attendance Requirements</u>

In-person Attendance: Students are required to attend a minimum of 75% of their classes in person. In-person attendance includes physical attendance at lectures and any other compulsory activities designated by the module leader or the school.
Online Attendance: Students are allowed to attend up to 25% of their modules online via HyFlex, subject to the approval of the course instructor or the university. Online attendance is facilitated through zoom. Please note, it may not be possible for some modules to be streamed via HyFlex for operational or pedagogical reasons.
To participate in HyFlex sessions, students must actively engage in all sessions and ensure that their camera is enabled. Additionally, students should be in an environment conducive to participation and ready to actively contribute.

In response to the pandemic, the school has chosen to maintain the HyFlex system, providing students with the flexibility to participate in sessions. While students enrolled in in-person programmes are expected to attend physically, we acknowledge that there may be circumstances preventing them from doing so. The reasons for this are as follows:

1. Short-term illnesses such as COVID-19 or winter cold, where students are still able to engage with the session.
2. Last-minute changes to childcare arrangements.
3. Advised isolation due to COVID-19.
4. Travel issues, such as train strikes, that may hinder physical attendance.
5. Job interviews or traveling for interviews overseas (only applicable to students who are not on visas).

Students holding Student Visas and studying in the UK must physically be present in the country to access and utilize the HyFlex system. The UKVI strictly prohibits students from returning home and engaging in remote study. Engaging in such activity would constitute a violation of visa terms, and as a consequence, students may face the revocation of their visa. It is imperative for students to adhere to these regulations to maintain their visa status.

Attendance in person is mandatory for any modules in which the module leader has extended invitations to visitors, including guest speakers, alumni, or keynote talks. Students

are required to be physically present to fully benefit from and engage with these valuable learning opportunities. Attending these sessions in person allows for direct interaction, networking, and the chance to fully absorb the insights shared by the visitors. Therefore, it is essential for students to be physically present for these modules to maximize their learning experience.

Attendance requirements on Global Modules for MSc students
- 100% attendance is required on scheduled academic sessions and visits on all global modules including but not limited to; global electives, global immersions, global consulting projects, global exchanges.
- To be accepted on a global module, students must have maintained a minimum of 75% attendance at the time of and prior to applying for the global module.
- Students whose attendance falls below the required rate between application and date of travel will be removed from the module or experience.

3. Monitoring Attendance

Attendance for in-person sessions will be tracked through the My Imperial Campus app. To ensure accurate attendance records, students are required to download the app on their mobile or tablet devices. At the beginning of each scheduled session, students will have the option to register their attendance using the app. The app is integrated with beacon technology installed in the lecture theatre, which detects and confirms the student's presence. It is important to note that students have a 30-minute window from the session's start time to register their attendance. Failing to do so within this timeframe will result in the student being marked as absent. Additionally, students arriving more than 30 minutes late to a session will also be recorded as absent.

Programme Managers will regularly monitor attendance records for each module and programme overall. Attendance monitoring data may be used to support the marking of participation assessments within modules.

4. Consequences of Non-Compliance

Warning
Students falling below the minimum in-person attendance requirement of 75% will be issued a warning by the Programme Team. The warning will serve as a reminder of the attendance policy and emphasise the importance of regular attendance.

Probation
If a student's attendance falls below the minimum requirement for a specified period, they may be placed on probation. While on probation, students will be required to meet specific attendance targets as determined by the Programme Team. Failure to meet the targets during the probationary period may lead to further consequences.

Programme Failure
If a student's attendance remains consistently below the minimum requirement despite warnings and probation, the school reserves the right to consider the student's failure to meet the attendance policy as grounds for programme failure. The student may be required to repeat study or be subject to additional academic penalties as determined by the College's policies.

Removal from School

In extreme cases of persistent non-compliance with the attendance policy, the school may consider removing the student from their programme. The decision to remove a student will be submitted to Registry, following a thorough review of the student's attendance record and considering any mitigating circumstances.