



Title:	Academic Engagement Monitoring Policy
Code:	WBAEM-01
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Approved by:	Senior Management Team
Policy owner:	Director of Education

This document sets out how WaterBear monitors student engagement and attendance.

APPLIES TO: STAFF & STUDENTS

REQUIRED CONSULTEES: BA Education Team

1 KEY FACTS

No.	Clause(s)	Description
7	7.1	Student Engagement is monitored through a combination of: attendance in timetabled learning activities, Learning Space (VLE) usage and assessment submissions.
9	9.1	WaterBear has a multi-stage process in place to support students to re-engage with their studies. Continued non-engagement may result in the termination of a student's studies.

2 PURPOSE:

2.1 To explain how WaterBear monitors student attendance and engagement to ensure timely and appropriate action in response to concerning attendance/engagement patterns.

3 SCOPE

3.1 The policy applies to all students registered on campus-based courses

RELATED INFORMATION

4.1 [Academic Engagement Monitoring Procedure](#)

4.2 [Health, Wellbeing and Support for Study Policy](#)



5 KEY DEFINITIONS

5.1 Learning Activities: A learning activity may be delivered synchronously (live) or asynchronously (e.g., a pre-recorded or a breakout collaborative task) either on-campus (face-to-face) or via the University's online learning platforms. Learning activities may include (but are not limited to): Spark Introductions, Lectures, Seminars, Tutorials, meetings, academic and technical workshops, and inductions, directed practice or fieldwork, drop-ins, peer reviews and live events. Synchronous activity is always a timetabled activity.

5.2 Attendance: Student's presence at timetabled learning activity.

5.3 Engagement: Student's presence at timetabled learning activity and/or active participation in asynchronous activities and learning materials.

6 WHY IS ATTENDANCE AND ENGAGEMENT MONITORED?

1. To identify and provide ongoing advice and/or guidance to students who may benefit from additional support.
2. To ensure the University provides accurate information on funding to external government bodies

6.1 WaterBear recognises that attendance and engagement in learning and teaching is a key element of successful student retention, progression, and achievement. Attendance and engagement are monitored to enable WaterBear to:

- Identify and provide ongoing advice and/or guidance to students who may benefit from additional support.
- Ensure the University provides accurate information on funding to external government bodies

7 HOW IS ATTENDANCE AND ENGAGEMENT MONITORED?

7.1 WaterBear monitors engagement with a range of activities relating to a student's studies, including (but not limited to):

- Attendance in timetabled learning activities
- Use of the Virtual Learning Environment (Learning Space)
- Submission of formative and summative assessments.

7.2 Attendance in timetabled learning activities is recorded via:

- System generated attendance logs (e.g., students joining an onsite session through Beebop).
- Registers taken by the member of staff delivering and/or facilitating the learning activity.



7.3 Exchanges of email messages, texts, or chats via professional and social media platforms, although possibly part of a schedule of regular contact, do not constitute acceptable engagement under this policy.

7.4 System generated data around attendance and engagement is routinely reviewed by course teams and other specialist services to enable timely intervention to students and establish if further support and advice is required.

7.5 Equivalent attendance and engagement monitoring processes will be followed in the case of any category of student not explicitly noted in this policy.

7.6 All data used as part of engagement monitoring is gathered and stored in line with the University policies and guidance on data handling. Click here to view the [Privacy Notice for Current Students](#).

8 ABSENCES

8.1 WaterBear normally considers an authorised absence under one of the following categories:

1. Medical (self-isolation, appointments, or sickness)
2. Compassionate (Bereavement, family emergencies)
3. Professional work placements / Work Experience / Tours / Internships (agreed in advance by the course team and evidenced by the student)
4. Evidenced internet issues preventing students from joining internet dependant timetabled activities.

8.2 Routine employment commitments, social or participation in amateur sporting events are not deemed authorised absences.

8.3 Students must notify WaterBear (info@waterbear.org.uk) of any absence from timetabled learning activities

8.4 If a student becomes aware that they will be absent frequently or for a prolonged period, they should discuss this with their course team in the first instance who may refer students to specialist support and advice.

9 POTENTIAL CONSEQUENCES OF POOR ATTENDANCE AND ENGAGEMENT

9.1 If a student fails to attend and/or engage to a satisfactory level, this can have a direct impact on their ongoing academic progression and achievement.

9.2 WaterBear aims to provide timely intervention to students who fail to attend and/or engage to a satisfactory level to discuss any challenges and establish if additional support is required to support



re-engagement. This should take place in advance of any disciplinary outcome being applied to the student

9.3 If a student's unsatisfactory attendance and/or engagement persists, WaterBear may initiate a multi-stage process to support re-engagement and escalate further non-attendance:

9.4 Stage 1: A student will be sent a formal warning notification. Following this, the student will be given two weeks to re-engage with their studies.

9.5 Stage 2: If engagement does not improve to a sufficient level, a further warning will be issued and, depending on the student's known or perceived circumstances, they may be required to attend a meeting to agree an action plan with steps to support their re-engagement.

9.6 Stage 3: Students who continue to demonstrate unsatisfactory attendance and/or engagement, or who do not engage with this process (including failing to follow the agreed steps from stage 2) may have their studies terminated in line with the [Student Terms and Conditions](#).

9.7 If WaterBear is made aware at any stage that a student's health or wellbeing is having a detrimental impact on their academic engagement, a Health, Wellbeing, and Support (for Study) meeting may be set up to provide advice and plans to support re-engagement or discuss further options for the student (see 4.3 for more information).

9.9 If a student is unable to meet their engagement requirements due to compelling personal reasons, alternative processes may be arranged if appropriate.

WATERBEAR ENRICHMENT ENGAGEMENT POLICY

1.1 Students must demonstrate suitable engagement and attendance to core academic study in order to be eligible to attend WaterBear enrichment activities. This includes exclusive concerts, Artist Development sessions, Artist Label Services, work, and career opportunities, etc.

1.2 Engagement can be evidenced via attendance to timetabled classes, Formative and Summative Assessment points, engagement within the VLE, professional communications etc.

1.3 Students with an average unexplained attendance below 50% will not be eligible to attend enrichment events*

*This is subject to the discretion of the Education Team.



The College of Music

WATERBEAR REGISTRATION POLICY

If students are absent from the University (either through ill-health, non-attendance, or intermittent attendance) **for a consecutive period of four weeks within a study block** they are unlikely to be able to satisfy the academic demands of a course. Inconsistent attendance patterns will result in one of the following:

- i) intervention under the Health, Wellbeing & Support for Study policy;
- ii) intermittence; or
- iii) withdrawal.