



Title:	Academic Engagement Monitoring Policy
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Policy owner:	Heads of Education

WaterBear is a College of Falmouth University, and as such its students are students of Falmouth University, studying at WaterBear. All WaterBear policies and procedures have been tailored to best suit the specific requirements of the College, its students and staff. In some instances, Falmouth policies and procedures may be deferred to for additional guidance, or where Falmouth policy has been deemed to cover both the requirements of the University’s operations and those of its academic partners.

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. The Academic Engagement Monitoring Policy aims to ensure that students attending WaterBear Education are engaging effectively with their academic studies. This policy outlines the procedures and expectations regarding attendance, participation and academic progress monitoring.
- 2.2. This policy explains 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 registered students enrolled on campus-based courses.

4. Related Information

- 4.1. Procedure Docs L4, L5 & L6
 - [Academic Engagement Monitoring Procedure L4.docx](#)
 - [Academic Engagement Monitoring Procedure L5.docx](#)
 - [Academic Engagement Monitoring Procedure L6.docx](#)
- 4.2. [Health, Wellbeing and Support for Study Policy](#)
- 4.3. <https://www.falmouth.ac.uk/student-regulations>

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 College'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?

- 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/College 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 [Eventmap's Timetabler platform](#)/Optime app).
- 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 are 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 College 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:

- Medical (self-isolation, appointments or sickness)
- Compassionate (bereavement, family emergencies)
- Professional work placements / work experience / tours / internships (agreed in advance by the course team and evidenced by the student)
- Evidenced internet issues preventing students from joining internet-dependent 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 (absencesbrighton@waterbear.org.uk / absencesheffield@waterbear.org.uk) of any absence from timetabled learning activities in advance of the timetabled lesson.

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 (below 70%) 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 7 days 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 reengagement. The student will be given 7 days to re-engage with their studies.
- 9.6. **Stage 3:** If engagement is not improved sufficiently, students will be required to attend a further meeting with a member of the Education Team/Head of Undergraduate Studies/Head of Education and given 7 days to re-engage. 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 the student is still unable to meet mandated levels of attendance and engagement following meetings at Stages 1-3, the College may recommend a 'Health, Wellbeing and Support for Study' meeting to determine whether the student is in a suitable position to proceed with their studies.
- 9.8. 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 reengagement 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.

10. WaterBear Enrichment Engagement Policy

- 10.1. 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, mentoring sessions, Artist Label services, work, and career opportunities, etc.



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

10.3. 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.)*

11. WaterBear Registration Policy

11.1. If students are absent from the College (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:

- intervention under the Health, Wellbeing & Support for Study Policy;
- intermittence; or
- withdrawal.