



# Student Engagement Policy

Last approved: September 2024

Approved by: Academic Board

Next review due: September 2028

## **1 Introduction:**

- 1.1 This Student Engagement Policy applies to all students registered on a course at MetFilm School. Student engagement is closely monitored to support progression and achievement within a student's course of study and aims to ensure the provision of information, advice and guidance at the earliest opportunity to help overcome any barriers to study. Monitoring of student engagement is also required for international students to meet the requirements of their visa.
- 1.2 Good levels of student engagement are also a requirement of certain external bodies, such as:
- [Student Loans Company](#) (SLC) - a UK public sector organisation that provides loans and grants to students in colleges and universities across the UK;
  - [UK Visas & Immigration](#) (UKVI) – a department of the Home Office that oversees the allocation and monitoring of Student Route Visas granted for educational purposes.
- 1.3 This policy has the following aims:
- To encourage students to maintain good levels of engagement, thereby making them active participants in ensuring their own achievement;
  - To identify poor engagement and to intervene early to support students who may be struggling with their studies;
  - To maintain levels of attendance in the interests of all students to prevent any adverse impact on learning that involves group and ensemble work (via the attendance monitoring procedure in Appendix 1 of this document);
  - To ensure that all students are given a fair and equal opportunity to achieve the academic aims of their course of study;
  - To ensure that international students meet the conditions of their Student Route Visas and the School meets its Student Sponsor Licence obligations.

## **2 What is Engagement?**

- 2.1 Activities considered as monitored contact points for the purposes of recording engagement are:
- A day of timetabled lessons, lectures, workshops, student module shoots, exercises or work placement (when it is an integral and assessed part of the course);
  - A day of assessments or examinations where a student is required to be physically present.
- 2.2 Additional Activities considered as evidence of engagement for the purpose of this Policy are:
- Attending a scheduled online lecture;
  - Submission of assessment via the VLE.

## **3 Engagement Monitoring for all Students**

- 3.1 All students are expected to be in attendance from the beginning of lessons or other learning activities. It is in the first few minutes of each class that lecturers introduce the aims and objectives that the session will help students achieve. If a student is late, this will be recorded on the register, and lecturers may, at their discretion, decide to exclude a student from a session where they are very late and / or if their delayed arrival time may be disruptive to the group.
- 3.2 Students are expected to attend all contact points as timetabled and, where this is not possible for unexpected or unavoidable reasons (e.g., minor illness or bereavement), students should inform their information hub of the reasons for their absence.

- 3.3 Where the School has been notified by the student, absences of up to five days may be authorised without additional evidence. For absences of more than five days, the student should contact their Course Leader and Student Wellbeing Advisor and provide evidence of the reasons for their absence. Students who hold a student route visa should also inform the international compliance team,

In such circumstances, one of the following courses of action may be taken:

- a. Registers are updated to reflect the fact that the student has informed the School;
  - b. Registers are updated, followed up with contact from Student Wellbeing to check on the student's wellbeing;
  - c. The Student at Academic Risk Committee (SARC) is advised of any relevant information that could impact on decisions it might take regarding the student in question.
- 3.4 Where a student is repeatedly absent for reasons related to illness or an ongoing pastoral situation, the School may also consider if the [Fitness to Study Procedure](#) should be invoked.
- 3.5 In circumstances where a student's absence is expected to prevent them from progressing on their course of study, the Student Wellbeing Team should liaise with the Course Leader and Head of School, and the student should be contacted with recommended options for progression or interruption of studies.
- 3.6 Each Campus has personnel in place to produce regular reports for all students on engagement at monitored contact points. Students are responsible for ensuring they are marked present on class and assessment registers when they attend or are late to class. Where lecturers keep attendance records, administrative staff should flag any incomplete or incorrect records to lecturers to ensure they are updated as soon as possible.
- 3.7 Engagement recording is still required when students are at a different location on activities that are a formal part of the course of study. Each School has nominated personnel in place to ensure monitoring of such placements.
- 3.8 MetFilm School keeps up to date records of students with low engagement and regularly convenes a SARC to ensure effective support for students and take any required action in relation to ensuring that, where relevant warnings are issued in line with this policy.
- 3.9 Students should note that disciplinary action up to and including withdrawal can result from a lack of attendance and engagement. Decisions on action for student cases will be taken by the SARC. Students will be able to appeal any such decisions in line with the Student Appeals Policy. Guidance will be issued to students with outcome letters.

#### **4 Additional Information for International Students on Student Visa Route**

- 4.1 It is MetFilm School's policy to make students holding a Student Route Visa (SRV) aware that certain categories of low engagement with their course of study, notably attendance, **may** result in the withdrawal of sponsorship or funding. This means that SRV students may be required to return to their home country in accordance with the requirements of the Immigration Rules and relevant Home Office Guidance.
- 4.2 MetFilm School expects all SRV students to attend all their timetabled classes and be fully engaged with their course. Additionally, SRV students must abide by all the conditions of their visa including those relating to engagement with their course. Notes on any specific requirements are included below.

#### **5 International Student Attendance Monitoring**

- 5.1 This policy is fully compliant with the requirements of Home Office Guidance. SRV students must ensure that they are present at the beginning of each timetabled class when academic staff take the class register. SRV students on integral and assessed work placements will also have their attendance monitored by MetFilm School.
- 5.4 The International Student Compliance Team will take steps to ensure that students who miss timetabled classes are reminded of the requirements of this Policy and offered appropriate assistance to assist them to maintain a satisfactory level of attendance throughout each academic year.

## **6 International Student Attendance Monitoring Procedure**

- 6.1 It is the responsibility of academic staff to be vigilant as to the possible absence of SRV students from their taught sessions, and to ensure that registers are completed accurately. Academic staff must capture on the register the attendance of any SRV students who arrive late for a timetabled class. If academic staff have concerns about the attendance and engagement of any SRV student, they should promptly contact the [immigration@metfilm.ac.uk](mailto:immigration@metfilm.ac.uk) to discuss these concerns.
- 6.2 Per Met Film School Terms and Conditions students are expected to attend all scheduled teaching and shooting sessions that form part of validated modules of study. Student Compliance staff will normally take action where attendance falls below acceptable thresholds (See 7.1 below).

## **7 Minimum Attendance/Engagement thresholds for Student Route**

- 7.1 SRV students undertaking either an undergraduate or postgraduate course at MetFilm School should attend a minimum of **70%** of all timetabled classes per calendar week.
- 7.2 MetFilm School reserves the right to amend or suspend the attendance threshold specified at 7.1 paragraph 1 in the event of exceptional external circumstances (e.g., public health) or other significant internal operational reasons without prior notice.

## **8 Absence reporting procedures for Student Route Visa Students**

- 8.1 Students who experience minor illness of five working days duration or less are required to inform their respective Information Hub via the respective absence form on each day that they are absent.
- 8.2 The student is not required to provide any evidence of their minor illness. This type of absence will be recorded as an Authorised Absence for minor illness.
- 8.3 The International Student Compliance Team in conjunction with local Wellbeing colleagues will offer appropriate support and assistance to students who experience repeated bouts of minor illness to ensure that they remain fit to study in accordance with MetFilm School policy.
- 8.4 Students who require a prolonged period of absence of more than five working days duration are required to complete the authorised absence form and submit to the International Compliance Team – Evidence and a follow up meeting may be requested.
- 8.5 Upon receipt of an Authorised Absence form, the International Student Compliance Team will assess the request and issue the student with written confirmation of this decision and the duration of their Authorised Absence, if approved. An electronic copy of their Authorised Absence Form, supporting evidence and approval notification will be retained by the International Student Compliance Team for

audit purposes.

## 9 Transitional Measures

- 11.1 MetFilm School values the contribution of international students to its community and will do everything it can to ensure SRV and all other students are supported to succeed in their studies. As a result of changes to partnership arrangements, and ownership of MetFilm School in 2024/25, transitional measures will be in place to ensure that MetFilm can align its procedures with the requirements of relevant degree awarding bodies, while also ensuring all students are supported.
- 11.2 In academic year 2024/25 MetFilm School may adopt measures from time to time to ensure that the operation and implementation of this Policy does not adversely impact upon teaching and learning or the international student experience.
- 11.3 MetFilm School reserves the right to reset SRV student attendance data collection points on 14<sup>th</sup> October 2024 and 17<sup>th</sup> February 2024. In the event of data collection points for data being reset SRV students will be informed accordingly.