

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, undergraduate and postgraduate, at all levels of study.
- 2** Unauthorised absence which causes concern to your Faculty will result in the following action:
 - 2.1** Your attendance and/or online presence will be monitored weekly. In Weeks 5, 9, 19, 24 and where relevant, Week 32, faculties will check your attendance and/or online presence record, including participation in asynchronous and synchronous online teaching. If your attendance and/or online presence is nil for the period, the Faculty will contact you. This correspondence will contain appropriate advice and guidance for you in relation to engagement with your studies.
 - 2.2** In addition, if you are a Tier 4 visa Student and you fail to attend or be present online at least one teaching event per week, the Faculty will contact you following Weeks 5, 9, 19, 24 and where relevant, Week 32; this correspondence will contain appropriate advice and guidance for you in relation to engagement with your studies.
 - 2.3** If your attendance or presence online does not improve and/or you are not able to provide a satisfactory explanation for non-attendance or absence online and/or there is insufficient evidence of academic engagement, you will be deemed to be withdrawn and the Student Loan Company or UKVI notified (where relevant).
 - 2.4** If your attendance or presence online, otherwise causes concern, for example, on scrutiny of the attendance records as explained in 2.1 and 2.2, your Faculty will contact you to discuss your academic obligations and work with you to encourage re-engagement with your study. This will include investigating other forms of academic engagement including but not limited to Blackboard activity and engagement with Library and Learning Services on campus or online.
- 3** 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 expectation.
- 4** For apprenticeships, 100% attendance is a requirement for government funding and continuation on programme. Apprentice attendance will be monitored at each taught session. If an apprentice fails to attend a session, DMU will contact

their employer to notify them of this absence and arrange alternative options to make up delivery.

- 5** Where apprenticeship learning cannot be attended due to personal circumstances, alternative arrangements should be provided by DMU and agreed between apprentice, employer and programme leader. If an apprentice fails to engage with missed learning, or repeatedly misses further sessions, they must be removed from the programme, or will be in breach of government funding regulations.
- 6** For Tier 4 students this policy is applied in addition to the University's UKVI Tier 4 Attendance Policy.¹
- 7** Any Student whose registration is terminated for non-attendance will be permitted to apply to re-join the University after a period of two years.
- 8** Tier 4 students who wish to appeal a Faculty's decision to terminate registration must show initial intent to appeal within 5 working days of formal notification of the decision. Students should submit an [Intent to Appeal Form](#) to the Student Appeals and Conduct Officer (or nominee) (E: acasupportoffice@dmu.ac.uk). If no intent is shown within the 5 working days, the University will begin processes of notifying UKVI.²
- 9** Tier 4 students will then have a further 16 working days to submit a formal appeal in writing to the Student Appeals and Conduct Officer (or nominee) (E: acasupportoffice@dmu.ac.uk)
- 10** 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 working days of formal notification of the decision. FIAD students will then have a further 16 working days to submit a formal appeal in writing to the Student Appeals and Conduct Officer (or nominee), as above.
- 11** 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 working days of formal notification of the decision).
- 12** The Student Appeals and Conduct Officer (or nominee) will review the case to ensure proper procedure (as outlined above) was followed. Their decision is final and not subject to review by any other University body

¹ Please see paragraph 4.6, Chapter 1 of these Regulations

² Please see paragraph 4.6, Chapter 1 of these Regulations

Annex 2: Apprenticeships

1 Apprentices at DMU are subject to all standard Student regulations of the University. Additionally, they are subject to the funding rules and eligibility rules of the Education Skills Funding Agency (ESFA) at the time of their enrolment onto the apprenticeship programme and the terms and conditions of the **Apprenticeship Training Services Agreement (Contract for Services)** the University has with their employer and the **Apprenticeship Agreement** between apprentice's and their employer and the **Individual Learning Plan (ILP, which includes the imbedded commitment statement)**, which has been signed by the apprentice, their employer and the University.

2 ESFA Funding Rules

2.1 The University retains the right to interpret the ESFA funding rules as it sees fit, to ensure that apprentices, employers and DMU remain compliant with up to date government rules.

2.2 If an apprentice/employer is deemed to be in breach of the ESFA funding rules, then DMU retains the right to remove them from the apprenticeship programme. This includes, but is not limited to;

2.2.1 If an apprentice/employer is identified as falsifying any information provided to determine eligibility for a government funded apprenticeship, whether or not the information impacts on their eligibility for funding.

2.2.2 If an apprentice/employer is found to be failing to meet their responsibilities as outlined by the Apprenticeship Training Services Agreement (Contract for Services), the Apprenticeship Agreement or the Individual Learning Plan (ILP).

3 Progression of Learning

3.1 In addition to academic learning, the apprentice is required to evidence work-based learning, and engage with the University to demonstrate 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

- 3.1.2 The apprentice fails to demonstrate ongoing evidence of 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

4 Interruption to Learning

- 4.1 Apprentices may take a 'break in learning' (interrupt their studies) only if they plan to resume their studies at a later date and the interruption (including the duration) is expressly agreed by the University and their employer. For example, they may wish or need to interrupt their studies for medical treatment or for family/personal reasons.
- 4.2 If an apprentice intends to take a 'break in learning' (interrupt their studies), the apprentice must notify the University immediately by email to HADAadmin@dmu.ac.uk.
- 4.3 If there is any change to their circumstances or employment status, the apprentice must notify the University immediately by email to HADAadmin@dmu.ac.uk.

5 Student Finance

- 5.1 Apprentices are not eligible for Tuition Fee Loans. Tuition fees for apprenticeships will be paid by the Government and the apprentice's employer.
- 5.2 Apprentices are not eligible for Maintenance Loans. Apprentices are employed and must be paid at least the National Minimum Wage (Apprentice Rate) by their employer.
- 5.3 Apprentices do not automatically qualify for Council Tax Exemption.