

Sotheby's INSTITUTE OF ART

STUDENT ATTENDANCE & ENGAGEMENT POLICY – LONDON

This procedure is applicable to all SIA - London students registered with the University of Manchester

Introduction

1. Sotheby's Institute of Art – London programmes and courses provide highly intensive and immersive learning experiences, with access to a range of art world contexts and industry expertise. Learning may be on campus or online, or potentially a mixture of both, and students who fully engage with these programmes and courses not only maximize their learning opportunities but also develop and refine the employability skills and professional standards necessary to succeed in the art world environment.
2. This Policy provides students with the rationale and details of the process by which attendance and engagement are measured. In supporting a positive learning environment through the monitoring of attendance for on-campus activities and engagement with online learning, the Institute aims to safeguard student wellbeing, to support academic performance and to meet external body reporting requirements.
3. Regular attendance and engagement are vital for students' progression and achievement during their studies and to their future employability. Students who actively participate in their learning by attending or engaging with sessions regularly are more likely to:
 - a) Develop their knowledge, skills and abilities via a rewarding and collaborative experience which supports academic attainment and progression;
 - b) Successfully complete their programme or course and satisfy external reporting/accreditation requirements;
 - c) Realise their full potential.
4. All students are advised within their Programme/Course Handbook that:

Students are expected to attend all taught sessions as specified in their timetables and/or to engage with any online activities available, ideally when they are live, but if not, as a recording. The Institute also recognises that for valid reasons, which have been agreed by the Programme Director/Course Leader, a student may need to access some or all of their learning remotely for a period of time. Students should engage with any online learning materials on Canvas and undertake all preparation and written assignments required of them by the dates specified. Failure to attend classes or engage with online learning is a serious matter and advance notification of a planned absence must be given to the Programme Co-ordinator. There will be occasionally circumstances where ill health or other legitimate reasons prevent students attending sessions or engaging online. Students are responsible for informing the Programme Co-ordinator of these circumstances. If a student is absent or not engaged for more than 5 working days, some form of documentary evidence, such as a doctor's note, should be given to the Programme Co-ordinator to support the absence. If the reason for absence is Covid 19-related, the Programme Co-ordinator must be informed immediately. In the event a student's attendance is persistently poor, without a

satisfactory reason, they are likely to receive a written warning and continued failure to commit to their study programme could involve disciplinary action, could have visa implications and may also be reflected in any references that are provided.

5. If an Examination Board has documented evidence that, (a) a student's work, attendance or engagement has been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance or engagement but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse assessment. The Board also has the right to refuse the student reassessment/referred assessment.
6. **The Institute's policy is that lateness is not tolerated.** Punctuality is essential; coming in late disrupts lectures and may be perceived as lacking in respect for lecturers and fellow students. Consistent lateness may result in a student being marked as 'absent'. Students should also carefully plan journeys in advance in order to avoid arriving late at scheduled visits.
7. Unsatisfactory attendance includes, but is not exclusively confined to:
 - a) failure to attend learning and teaching sessions regularly, without providing a satisfactory reason for absence;
 - b) persistent late arrival or early departure from learning and teaching sessions;
 - c) failure to attend tutorials and/or interviews with a member of academic staff.
8. Unsatisfactory engagement with online learning includes, but is not exclusively confined to:
 - a) failure to join learning and teaching sessions regularly, without providing a satisfactory reason;
 - b) failure to engage with the recorded versions of learning and teaching sessions, where for good reason a student can't join a session when it is live.
 - c) failure to attend online tutorials and/or interviews with a member of academic staff.
9. A poor attendance, engagement or punctuality record, without adequate explanation, could result in the following:
 - a) should a student's attendance or engagement become a significant concern without adequate explanation, the Institute reserves the right to refer to its **Student Misconduct Policy**, which identifies unauthorised absenteeism, non-engagement or poor punctuality as misconduct and as such is subject to disciplinary procedures;
 - b) for international students with a Student Route Visa, in the event of a period of unexplained and sustained absence or non-engagement the Institute is required to inform the Home Office, who may then withdraw or refuse the student's visa (see the **Postgraduate Student Handbook** for details);
 - c) a history of poor attendance or engagement will become a permanent part of a student's record and may be taken into account if references are requested for potential future employers or for further study;
 - d) refusal of assessment at an Examination Board.

Monitoring students' attendance and engagement with their programme

10. All students are advised within their Programme/Course Handbook that:

You must swipe in using your student ID card at the start of every taught session. Each classroom has a grey reader which you touch your card against. This automatically maintains your attendance record and is emailed to programme staff daily. Where sessions are conducted in locations other than the Institute, including on trips and visits, a paper register will be taken to confirm attendance. If you are late, please ensure that you touch your card, or sign in on a break or when exiting. You will be shown how this works as part of orientation. You may only swipe in for yourself. If it is discovered that other students have been swiping/signing in on your behalf, or that you have been swiping/signing in on the behalf of other students, then disciplinary action may be taken.

Students' engagement with online learning and teaching activities is monitored through the CANVAS LM system, which tracks the sessions a student participates in, and the pages on the system that they have viewed, including recorded sessions and the submission of assignments, timely or otherwise.

11. Programme Co-ordinators are the first point of contact for students to report and explain absence or lack of engagement and it is their responsibility to update, maintain and monitor the attendance and engagement records of students. Students are expected to respond immediately to notices regarding attendance issued by Programme Co-ordinators.

Title	Student Attendance and Engagement Policy
Date first implemented	2016
Approving body	Academic Board
Version	September 2022
Supersedes	September 2021
Next review date	Summer 2025
Frequency of review	Every three years
Policy owner	Quality Team