ATTENDANCE, ABSENCE AND ENGAGEMENT POLICY

1. OVERVIEW AND PURPOSE

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2. SCOPE

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4 **Attendance is defined as:**

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4 **Engagement is defined principally as participation in the other activities that support**

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5. ATTENDANCE, ABSENCE AND ENGAGEMENT POLICY FOR TAUGHT STUDENTS

Core attendance requirements

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6. ATTENDANCE, ABSENCE AND ENGAGEMENT POLICY FOR PGRS

Core engagement requirements

6 **Research degrees are expected to be undertaken in person, via regular attendance on campus.The only exception is for PGRs registered to a distance learning mode who must still meet the minimum requirements but are not required to do so in person.**

6 **The minimum requirement is one engagement point per month throughout the year for a**

Recording and monitoring attendance

67 In all instances, the content and dates of formal supervision meetings must be recorded via the appropriate University of Sussex central system by the PGR within one week of the meeting taking place, and confirmed by the relevant supervisor.

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School Student Progress Panels (SSPP)

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Right of appeal

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Absences

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Absences for Student visa sponsored students

26 **The Home Office's Student Sponsor Guidance (Document 2: Sponsorship Duties)** [7] **sets out requirements for higher education providers in relation to absences of sponsored students. These must be adhered to, in addition to the rest of this policy.**

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7. ATTENDANCE, ABSENCE AND ENGAGEMENT POLICY FOR PGT ONLINE DISTANCE LEARNING STUDENTS

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Review / Contacts / References
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Appendix 1: School Student Progress Panel
Terms of Reference

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Appendix 2: Values and Principles (as part of communication of policy and guidance)

Our Values

The University of Sussex believes that community and engagement are beneficial to a high quality learning experience, and that both

Appendix 3: Key roles and responsibilities for delivering the Attendance, Absence and Engagement Policy

Role	Location

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