



Cranfield University Student Academic Engagement Policy

Monitoring, Record Keeping & Reporting

Engagement expectations

The University expects students to engage with their studies and to attend the various learning opportunities provided by their course. The University believes this is key to successful course completion. Any student may have their registration suspended or terminated because of concerns about academic progress, lack of attendance/engagement, or lack of contact with the course or research team. Although often lectures and teaching sessions are recorded, these are intended as learning aids and not substitutes for attendance.

In addition, the University has particular licence obligations with respect to students who hold a Tier 4/Student visa for monitoring, recording and reporting engagement.

According to the UKVI's Student sponsor guidance, Student sponsors should report to the UKVI any full or part-time student who stops academically engaging.

Academic Engagement

The University treats formal face-to-face interaction with an Academic member of staff as an academic engagement. Face-to-face interactions are measured through defined contact points.

Cranfield University guidance on face-to-face meetings

The expectation is that supervisory meetings for research students, and taught students at the thesis stage, will normally be in person on University premises. If required, it is acceptable on occasion to conduct the meetings via Teams (or similar), or telephone. Use of such media would not normally amount to more than 30% of expected contacts unless the student is located off campus. If the student is located off campus then the majority of meetings can be conducted via Teams (or similar) or telephone. In all cases, written evidence of the supervisor/student meeting should be passed to the SAS team to be stored in the appropriate data storage area.

Audit

Periodically the Student Immigration team will run audit checks on the engagement of students studying on a Tier 4/Student visa.

Monitoring Procedure - Research Students

Contact Point

A meeting between the student and supervisor(s), documented by the student. These should take place at least once a month for full-time students and once every two months for part-time students.

Evidence / record keeping

The student provides a record of the meeting to the Supervisor and Student and Academic Support (SAS) Lead, via the Virtual Learning Environment. Meeting records are stored here and can be accessed by associated parties (student, supervisor, progress review team, SAS Lead, Director of Research) at any time.

Intervention

A supervisor is required to act if they have not received the record of the meeting from the student as early as possible. A supervisor is expected to act if (s)he has concerns about the student's engagement in study. If a student misses a number of consecutive supervisor/student meetings the supervisor works with the SAS Lead to investigate the reason(s) why meetings have been missed and take appropriate action. If the student is studying on a Tier 4/Student visa, the action below applies.

Students on a Tier 4/Student visa - Research

When the supervisor informs the SAS Lead of non-engagement they will notify the Student Immigration team. Once Student Immigration have been informed of the non-engagement of a student, they will contact the student requesting that they contact Student Immigration within a defined time frame. If the student does not contact the Student Immigration team, the withdrawal of the University's Tier 4/Student sponsorship of that student would commence. During this process the supervisor will be kept informed of any actions and outcomes.

Monitoring Procedure - Taught Students

Taught modules

Contact Point

Student attendance at modules which is recorded in the form of register and stored centrally by the SAS team.

Evidence

Record of student module attendance stored centrally by the SAS team in the appropriate data storage area.

Intervention

If a student misses a number of consecutive contact points within one calendar month the SAS team in liaison with the Course Director will contact the student to establish why they were absent. If no response is received from the student as early as possible then the SAS Lead, working with the Course Director will investigate the reason(s) for the absences and take appropriate action. If the student is studying on a Tier 4/Student visa, the action under Students on a Tier 4/Student visa - Taught applies.

Group projects (where applicable)

Contact Point

Students complete the formal group meeting attendance sheets.

Evidence

A copy of the formal group attendance sheet stored centrally by the SAS team in the appropriate data storage area.

Intervention

If a student misses a number of consecutive Group meetings, the Group supervisor with support from the SAS team will contact the student to establish why they were absent. If no response is received from the student as early as possible then the Group Supervisor working with the SAS Lead will investigate the reason(s) for the absences and take appropriate action. If the student is studying on a Tier 4/Student visa, the action under Students on a Tier 4/Student visa - Taught applies.

Thesis

Contact point

Student and supervisor meetings supported by written evidence of actions/agreements between student/supervisor. To be held at least once a month.

Evidence

Written evidence of the supervisor/student meeting provided by the student, copied to the SAS Lead, and stored centrally by the SAS team in the appropriate data storage area.

Intervention

If a student misses a number of consecutive supervisor/student meetings the supervisor will contact the student to establish why they were absent. If no response received from the student as early as possible then the supervisor with support from the SAS Lead will investigate the reason(s) why meetings have been missed and take appropriate action. If the student is studying on a Tier 4/Student visa, the action under Students on a Tier 4/Student visa - Taught applies.

Students on a Tier 4/Student visa - Taught

Action: When the course director/group supervisor/supervisor informs the SAS Lead of student non-engagement they will escalate the matter to the Student Immigration team. Once Student Immigration have been informed of the non-engagement of a student, the student will be contacted by Student Immigration asking them to provide a satisfactory explanation for their non-engagement. The response should be received within an agreed time frame. If the student does not contact the Student Immigration team withdrawal of the University's Tier 4/Student sponsorship of that student would commence. During this process the course director/group supervisor/supervisor will be kept informed of actions and outcomes.

Monitoring Procedure – Doctorate Extension Scheme

Contact point

Contact points (email) usually at a 4 and 8 month interval from the start date of the applicant's visa.

Evidence

A copy of the email communication/response is stored locally by the Student Immigration team in the appropriate data storage area.

Intervention and action

If a graduate doesn't respond as early as possible of the relevant contact time, the Student Immigration team may send another email and ask the graduate to provide satisfactory reasons on why they were not responsive. If no satisfactory response is received from the graduate as early as possible then, the withdrawal of the University's sponsorship would commence.

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