

[REDACTED]

20 July 2015

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_15-120)

We have now considered your request of 01 July 2015 for “...*information with regards to how attendance of students is recorded at your institution*”. Our response is provided on pages 2-3 of this letter, together with a copy of your original request. We hope this response will meet your requirements.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

You have the right of appeal against this response to your request for information. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address.

You must appeal our response within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner’s Office.

You also have a subsequent right of appeal to the Information Commissioner whose [contact details](#)¹ can be found on their website.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

David Palmer
Information Policy and Compliance Manager
University of East Anglia

¹ https://ico.org.uk/Global/contact_us

Response to Freedom of Information Act 2000 request (FOI_15-120)

I am interested in finding information about:

The way in which attendance information is recorded (if at all) in lectures and seminars/tutorials for Undergraduates and Graduates students within your institution.

The system or process to monitor attendance is at the heart of my request for information. (for example; I am trying to understand if universities only use paper registers that students sign or card swiping systems etc.)

In regards taught programmes, the University's procedures regarding the recording and monitoring of student attendance are set out in the document entitled "Procedures relating to Attendance, Engagement and Progress (General Regulation 13) for Students on Taught Programmes" which can be found on the UEA website here:

https://www.uea.ac.uk/learningandteaching/documents/attendance_engagement_progress/Procedures+relating+to+Attendance,+Engagement+and+Progress+General+Regulation+13+for+Students

Module Organisers complete registers online. They have the option of completing the e-register online while in the class (if it is a small group seminar) or can print off the register and pass it round for students to add their signatures (in large group teaching). In the latter case, the Module Organiser has to enter the information from the paper register onto the e-register online. As Module Organisers only have to complete one register per week for each of their modules, and modules may consist of seminar(s) and lecture(s), most of them opt to complete their register for their small group seminars rather than the large lectures.

The information collected from e-registers is recorded in our student information system (SITS).

For postgraduate research students the University's procedures regarding the recording and monitoring of student attendance are set out in sections 1 and 2 within the document entitled "Interim PGR Procedure 2014/5: Attendance, Engagement and Progress" which can be found on the UEA website here:

<https://www.uea.ac.uk/documents/6207125/6535957/2014-15+Attendance+Engagement+Progress/9344e07c-bebf-436d-bc90-6d34b5a5a3f2>

Students are asked to keep a record of supervisory meetings and to list the dates of formal meetings with their supervisory team in their annual review of progress. The annual review of progress is undertaken in each year of registration using a web form accessed through the SITS e:Vision Portal.

All full-time postgraduate research students are required to complete ten Personal and Professional Development (PPD) credits per year (five per year if they are a part time student). Students self-enrol (via e:Vision) for PPD sessions and the register is printed off by PPD Session Leaders for students attending to sign. The information collected is used to update students' PPD records in SITS.