

# Student Activity Monitoring Policy

<b>Owner</b>	RCL Management Team		
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## Purpose and scope

### Introduction

1. Regular and active participation is required for academic progress at Regent College London (RCL), and you are expected to take part in all scheduled activities. Expectations are communicated during enrolment, and by signing your student contract, you agree to maintain regular participation in your programme.
2. This policy outlines how your activity is monitored, the actions that may be taken where participation falls below expected levels, and the reasons for these measures, including regulatory compliance and student support.

### Definition

3. **Activity Monitoring**  
Activity monitoring is how RCL keeps a record of the learning activities you take part in as part of your programme. These activities include, but are not limited to:
  - Lectures, seminars, and tutorials
  - Meetings with Personal Academic Tutors (PATs)
  - Employability workshops
  - Academic skills sessions
  - Wellbeing clinics
  - English language support
  - Personal development sessions

Activity monitoring helps the College understand your progress, ensure your mode of study is recorded correctly, and meet regulatory and funding requirements.

### Scope

4. This policy applies to all **English Domicile and UKVI** students undertaking programmes with the relevant university and awarding bodies.
5. Students with disabilities, chronic health conditions, or other extenuating circumstances may be eligible for reasonable adjustments. These will be considered in line with the Equality Act 2010 and the [Student Inclusion, Disability and Wellbeing Policy](#). If you require additional support, you should contact the Student Activity Monitoring Team as early as possible.

## Policy statement

6. This policy supports your learning by monitoring your participation in programme activities to ensure you are progressing as expected and to identify where support may be required.
7. The College records and reviews participation across your learning activities on an ongoing basis to provide timely support and to ensure you are meeting the requirements of your programme.
8. You are expected to take part in the learning activities required for your programme. Where participation falls below expected levels, the College will review this and may take appropriate action in line with College procedures, while offering support where needed.
9. The College is required to report student activity and changes in enrolment status to relevant funding and regulatory bodies, such as the Student Loans Company (SLC), UK Visas and Immigration (UKVI) and awarding bodies.

## Activity monitoring procedures

10. The College operates activity monitoring procedures in line with the reporting mechanisms set out below. These procedures are guided by the requirements and expectations of relevant regulatory and awarding bodies, which may change from time to time. The College will review and adapt its processes accordingly to ensure ongoing compliance:
  - SLC reporting
  - Mode of study allocation
  - UKVI expectations
  - Awarding body reporting
  - Status of full-time and part-time
11. The following modes of study are offered at Regent College London in line with [SLC guidance](#):
  - full-time in person learning
  - full-time distance learning (synchronous)
  - part-time in person learning
  - part-time distance learning (synchronous)
12. Across these modes, programmes may also be delivered using a blended learning approach, in accordance with the Office for Students publication *Blended learning and OfS regulation* (OfS 2022.63, October

2022), combining in-person and online academic activity as part of a structured and integrated learning model.

13. Where your level of participation falls below the expected requirements, the College will contact you to provide support and discuss appropriate next steps.

### **Support and Contact**

14. If you have any questions about your activity or require advice or support, please contact the Student Activity Monitoring Team at [studentactivitymonitoring@rcl.ac.uk](mailto:studentactivitymonitoring@rcl.ac.uk)