STUDENT ATTENDANCE REGULATIONS

SUMMARY OF PRINCIPAL CHANGES

General changes
The UPR has been updated following a review by Internal Audit and to reflect changes in current processes.

Section

3 Regulations for staff
4.4 Regulations for students
4.7 Absence through illness
4.8.1 Reporting of prolonged absences
4.11 International Students

(Amendments to version 08.0, UPR SA06 are shown in italics.)

Structure

1 INTRODUCTION
2 DEFINITIONS

2.1 ‘short-term absence’:
2.2 ‘prolonged absence’:

3 REGULATIONS FOR STAFF
4 REGULATIONS FOR STUDENTS

4.5 Absence for religious observance
4.6 Disability-related absence
4.7 Absence through illness
4.8 Reporting of prolonged absences
4.9 Students whose fees are paid by their employer, a Government Agency or other sponsor
4.10 Students who are in receipt of a student loan
4.11 International Students

INTRODUCTION

1.1 These regulations relate to taught programmes only. Any attendance requirements relating to research-based provision will be set out in UPR AS10.

1.2 Irrespective of whether a programme has formal academic attendance requirements, the University has responsibilities for the pastoral care of students and also has a number of legal obligations to monitor students’ progress and to inform certain external bodies of students’ temporary or permanent absence from their programme. These regulations are aimed at fulfilling these responsibilities.

1.2 This document incorporates, as appropriate, the agreed institutional terminology set out in UPR GV08.

Note 1 for partner organisations (UK and overseas)

1 Partner organisations will establish appropriate regulations relating to student attendance and will ensure that these are published to students.


3 UPR GV08 ‘Glossary of Approved University Terminology’
DEFINITIONS
For the purposes of these regulations:

2.1 ‘short-term absence’:

is defined for full-time students as absence of less than one (1) week and, for part-time students, as being absent for one (1) session.

2.2 ‘prolonged absence’:

is defined for full-time students as absence of one (1) week or more and, for part-time students, as absence for two (2) or more consecutive sessions.

REGULATIONS FOR STAFF

3.1 Students are expected to attend all teaching sessions unless advised otherwise by their Programme.

3.2 Where a programme specification has a compulsory attendance requirement, the programme regulations shall give details of the attendance requirements to be met by students. Programme regulations and module regulations, where relevant, shall define what constitutes ‘attendance’ on that programme/module.

3.3 Deans of School, in consultation with their School Administration Managers and the Secretary and Registrar, are responsible for ensuring that students record their attendance on Programmes in their School at all teaching sessions, using the mechanism provided by the University, currently the ‘Check-In’ system.

3.4 Special arrangements should be made when students are pursuing their programme away from the University for a period of one (1) week or more, for example, when they are undertaking a field course, a project, a short placement or distance learning. Deans of School are also responsible for ensuring that the University’s procedures relating to the notification of student absence/withdrawal or suspension of studies are followed.

3.5 The impact on student performance of absences, including those absences agreed for reasons of religious observance and disability, may be monitored using data from the systems for recording attendance.

REGULATIONS FOR STUDENTS

4.1 Other than in cases of absence for religious observance (4.5, applies) or disability-related absence (section 4.6 applies), students are required to fulfil any specific academic attendance regulations for their programmes which are specified in the programme/module regulations. Failure to comply with these regulations may affect academic progression. These regulations may be obtained from the appropriate Administrator.

4.2 The University recognises that there may be clashes between programme/module attendance and religious observance requirements which proscribe study or attendance on particular dates or days. Students do not have a legal or automatic right to be absent on such days. Students who know that their religious observance requirements may clash with the attendance requirements of their programme/module, should discuss these in advance with their Programme Leader. Programme/module requirements, including those for attendance, must be met and students are responsible for making good work missed through absence.

4.3 The University recognises that, in certain circumstances, a student may be prevented from attending for a reason related to his or her disability as defined in relevant legislation. Disability-related absence may only be agreed provided that the student will still meet the
programme/module requirements, including those for attendance. Students are responsible for making good the work missed through absence.

4.4 Irrespective of whether their programme has formal academic attendance requirements, all students must record their attendance as instructed by their School, using the mechanism provided by the University, currently the ‘Check-In’ system. Failure to do so may affect their immigration status and academic progression and, where relevant, any entitlement to a Local Authority award, support for tuition fees from the Student Loan Company and/or Student Loan or Tuition Fee Loan. (UPR SA144, refers).

4.5 Absence for religious observance

Students who wish to request absence for reasons of religious observance must write to their Programme Leader at least five (5) working days prior to the absence to seek permission and are, at that time, required to provide satisfactory supporting evidence from an appropriate person, for example an Imam, Rabbi, Vicar or Priest. Programme Leaders may treat such absences in a comparable way to absences requested for other significant reasons. Students who do not attend and have not received the prior permission of their Programme Leader will be recorded as being absent without permission (Appendix I, UPR AS125, refers).

4.6 Disability-related absence

4.6.1 Students who think they need permission for absence for disability-related reasons should discuss this with the relevant Disabled Students’ Co-ordinator and their Programme Leader. Where it is not possible to agree this in advance, students must contact their Disabled Students’ Co-ordinator and Programme Leader no more than three (3) working days following the absence. It should be noted that disabled students who do not attend and have failed to follow this procedure without good reason, will be regarded as being absent without permission.

4.6.2 It is the responsibility of the student to inform his or her Module Leader that he or she (the student) will be absent.

4.6.3 Where disability-related absences are not approved, for example, due to the amount of leave required or the timing of the leave, students should discuss any scope for alternative arrangements that will meet their disability-related needs with the Programme Leader and, where appropriate, the Disabled Students’ Co-ordinator.

4.7 Absence through illness

Unless otherwise instructed by their Schools, students are required to report prolonged absence to their School and should either consider temporarily suspending their studies or following the Serious Adverse Circumstance process if their absence will affect their ability to complete their assessment.

4.8 Reporting of prolonged absences

4.8.1 Irrespective of the reason for the absence (including absences listed in UPR ‘Student Suspension of Studies’) students must report prolonged absences, in writing, to their School stating the reason for the absence. Students must request permission for prolonged absence in advance from the Programme Leader where possible. In the case of maternity-related absence, the student should notify the Programme Leader and liaise to make necessary arrangements.
arrangements relating to their study and assessment (UPR ‘Student Suspension of Studies’ section 4.2 refers). The prolonged absence for students on maternity leave should include two weeks following the birth.

4.8.2 Activities forming part of an approved programme are not regarded as ‘absence’ under these regulations and would include, for example, undertaking a short placement, field courses, attending conferences at other institutions, collecting data for a project, undertaking distance learning. Such activities must be agreed in advance with the relevant member of academic staff.

4.9 Students whose fees are paid by their employer, a Government Agency or other sponsor

The University reserves the right to inform the employer (or other sponsor, where applicable) where a student is absent from his or her programme without good cause.

4.10 Students who are in receipt of a student loan

Students have a responsibility to inform the Student Loan Company by completing and returning a ‘Change of Circumstances’ form (CO1) which can be obtained from the Student Loan Company if they:

a leave at any time before the end of their programme or
b suspend attendance on their programme for any reason or
c transfer to another programme or
d marry or
e change address.

4.11 International Students

Subject to the provisions laid out in section 4, international students will have additional attendance monitoring requirements. This will include, but is not limited to, monitoring to ensure passport and visa information is valid.

Mrs S C Grant
Secretary and Registrar
Signed: 1 August 2019