

Student Attendance Regulations¹

UPR SA06 version 11.0

Policies superseded by this document

This document replaces version 10.1 of UPR SA06, with effect from 1 September 2022.

Summary of significant changes to the previous version

Reference to the new Appendix II ‘Engagement with Learning Policy for Students on a Student Route Visa’ has been added.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Introduction

- 1.1 These regulations relate to taught programmes only. Any attendance requirements relating to research-based provision will be set out in UPR AS10².

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.

² UPR AS10 ‘Research Degrees - Generic Institutional Regulations’

- 1.2 Irrespective of whether a programme has formal academic attendance requirements, the University has responsibilities for the pastoral care of students. It 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.

2 Definitions

For the purpose of these regulations:

2.1 'attendance':

is defined as regular engagement in learning activities including attendance at timetabled on-campus and timetabled online teaching sessions; engagement with learning materials and activities on modules in the Virtual Learning Environment (VLE); and submission of assessments. Details are set out in the Engagement with Learning Policy (see Appendix I & Appendix II, UPR SA06³).

2.2 '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. The definition of a session will differ according to the student's programme of study and advice should be sought from the Programme Leader.

2.3 '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. The definition of a session will differ according to the student's programme of study and advice should be sought from the Programme Leader.

3 Regulations for staff

- 3.1 Students are expected to engage in their learning and attend all timetabled teaching sessions unless advised otherwise by their Programme.
- 3.2 Where a programme specification has a compulsory attendance requirement, the programme regulations will give details of the attendance requirements to be met by students. Programme regulations and module regulations, where relevant, will define what constitutes 'attendance' on that programme/module.
- 3.3 Deans of School (or nominee), are responsible for instructing students to record their attendance at all campus-based teaching sessions, where appropriate, using the mechanism provided by the University, currently the 'Check-In' system.

³ Appendix I, UPR SA06 'Engagement with Learning Policy'
Appendix II, UPR SA06 'Engagement with Learning Policy for Students on a Student Route Visa'

- 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 engagement with learning.

4 Regulations for students

- 4.1 Other than in cases of absence for religious observance (see section 4.5) or disability-related absence (see section 4.6), 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 relevant Administrator.
- 4.2 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 (see section 4.5). 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 their disability as defined in relevant legislation (see section 4.6). 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 completing any outstanding activities missed through their absence as agreed with the Programme Leader.
- 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 (see UPR SA14⁴).

⁴ UPR SA14 'Student Withdrawal Regulations'

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. They are 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.

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 Student Wellbeing Advisor and their Programme Leader. Where it is not possible to agree this in advance, students must contact their Student Wellbeing Advisor 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 their Module Leader that they (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 Student Wellbeing Advisor.

4.8 Reporting of prolonged absences

4.8.1 Irrespective of the reason for the absence (including absences listed in UPR SA17 'Student Suspension of Studies Regulations') students must report prolonged absences, in writing, to an Ask Herts Hub 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 relating to their study and assessment (see UPR SA17 'Student Suspension of Studies Regulations' section 4.2). 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 their 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 of the following changes to their circumstances by either updating their SLC online account if a full-time student or returning a 'Change of Circumstances' form (CO2):

- a leave at any time before the end of their programme or
- b suspend attendance on their programme for any reason or
- c repeat a year or
- d transfer to another programme or
- e marry, enter a civil partnership, divorce or
- f change address or
- g change bank details.

4.11 International Students

Subject to the provisions laid out in section 4, students on a Student Route Visa will have additional attendance monitoring requirements, as laid out in the Engagement with Learning Policy for Students on a Student Route Visa (see Appendix II, UPR SA06³). This will include, but is not limited to, monitoring to ensure passport and visa information is valid.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2022**

Alternative format

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