

## STUDENT ATTENDANCE REGULATIONS<sup>1</sup>

### SUMMARY OF PRINCIPAL CHANGES

#### General changes

**Section:**

3.3, Regulations for staff  
4.11.1 see text

(Amendments to version 07.0, 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

- 1 INTRODUCTION
  - 1.1 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<sup>2</sup>.
  - 1.2 This document incorporates, as appropriate, the agreed institutional terminology set out in UPR GV08<sup>3</sup>.

#### Note 1 for partner organisations (UK and overseas)

- <sup>1</sup> Partner organisations will establish appropriate regulations relating to student attendance and will ensure that these are published to students.
- <sup>2</sup> **Academic Board Minutes** 489.3, 19 June 96; 795.2, 14 March 2001; 956, 5 March 2003; 155.2, 9 March 2005; and 346.2.11, 13 March 2007; 123, 14 March 2012; 359, 12 March 2014; 621, 22 June 2016, 819 27 June 2018, refer UPR GV08 'Glossary of Approved University Terminology'
- <sup>3</sup>

## 2 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.

## 3 REGULATIONS FOR STAFF

3.1 Where the objectives of a programme are such that attendance is compulsory for certain elements, the programme regulations must give details of the attendance requirements to be met by students. Programme regulations and module regulations, where relevant, must define what constitutes 'attendance' on that programme/module.

3.2 Deans of School, in consultation with their School Administration Managers and the Secretary and Registrar, are responsible for ensuring that there is a mechanism for students to record their attendance on programmes in their School, including franchised programmes, and that this is monitored.

3.3 As a minimum requirement, they must ensure that students record attendance once a week, or per session if part-time, using the mechanism provided by the University, currently the 'Check-In' system. *Students are expected to attend all teaching sessions unless advised otherwise by their Programme and the University reserves the right to monitor attendance and take action to ensure students active engagement with their studies.*

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 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.

## 4 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. 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. Students are expected to attend all teaching sessions, but as a minimum requirement, students must record attendance once a week, or per session if part-time, using the mechanism provided by the University, currently the 'Check-In' system. (UPR SA14<sup>4</sup>, 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 AS12<sup>5</sup>, 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 Administrator and to provide him or her with a doctor's medical certificate.

---

<sup>4</sup> UPR SA14 'Student Withdrawal Regulations'

<sup>5</sup> UPR AS12, Appendix I 'Assessments and Examinations - Regulations for Candidates (Including Requests for the Review of Examination Decisions (Appeals Procedure) (University-delivered provision))': "Candidates are required by the deadline published by the Assistant Registrar, to inform him or her (the Assistant Registrar), in writing, of religious observance/belief dates during examination periods which proscribe the taking of examinations."

#### 4.8 **Reporting of prolonged absences**

- 4.8.1 Irrespective of the reason for the absence (including absence for religious observance or disability-related absence), students must report prolonged absences, in writing, to their Administrator, stating the reason for the absence.
- 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.
- 4.8.3 Where the absence is either for reasons of religious observance or is disability-related, students must indicate, in writing, to the Administrator the steps they have taken to request permission for prolonged absence in advance from the Programme Leader and the Programme Leader's response to this request.

#### 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**

- 4.11.1 In addition to the weekly recording of attendance, international students will be required to record attendance on a more regular basis. This will include:

- a monitoring to ensure passport and visa information is valid and
- b recording of attendance at *teaching sessions* to ensure active engagement with their studies.

Mrs S C Grant  
Secretary and Registrar  
Signed: **1 August 2018**