

## POLICY

### Student Attendance Policy

#### Contact Officer

Academic Registrar/Head of Strategic Educational Projects

#### Purpose

The purpose of the policy is to provide a clear statement to students of the University's expectations with regards to attendance, and also to ensure all staff understand their responsibilities with respect to monitoring student attendance and engagement.

#### Overview

The statement of policy for students reflects the regulations set out in the Taught Courses Regulatory Framework and the Admissions Terms and Conditions with respect to attendance, providing a concise statement of expectations with regards to attendance for students, and for monitoring of attendance by staff.

#### Scope

The policy relates to all students following taught programmes of the University and to staff involved in teaching.

#### The Policy

##### 1 Introduction

1.1 The University is committed to providing high quality face-to-face learning opportunities for its students supported by online learning opportunities and resources. This applies to all courses although in some cases, interaction may be primarily online. The University believes relationships are at the heart of effective learning and teaching, and that productive educational experiences are most effectively achieved through these live, classroom interactions. It therefore expects a culture of regular attendance and active engagement in classes.

##### 2 Students

2.1 Students are expected to participate fully in their programme of study, engage actively with learning opportunities and take responsibility for their learning.

2.2 Students are expected to attend and participate in all scheduled sessions and activities whether face-to-face or online.

- 2.3 Attendance at scheduled classes (including online classes) is monitored and recorded.
- 2.4 Persistent failure of a student to engage may result in termination of registration. Students are liable for tuition fee debts for periods during which they were registered.
- 2.5 Courses that confer a licence to practise may require a specific attendance level in order to meet the award requirements which are described in the Programme Specification.
- 2.6 Students are expected to notify module leaders of absence in advance or as soon as possible following absence.
- 2.7 Students are able to view their own attendance and participation records and should expect to discuss these with Personal Academic Tutors.

### **3 Staff**

- 3.1 Module tutors are expected to maintain online registers of attendance, and module leaders to ensure that all team members are briefed to do this.
- 3.2 Module tutors record absence in the class, and enter information about absences via the online register – either in person or with assistance from the ASU.
- 3.3 In the case of student absence from a teaching session, the module tutor is responsible for contacting the student directly as a matter of priority, requesting a reply with a view to ascertaining reason for absence and offering appropriate support. During the first weeks of a semester the attendance monitoring protocols using some automated emails to students will apply.
- 3.4 According to the nature of the response from the student (if any), the module tutor makes a decision as to whether further action is necessary.
- 3.5 Where there is no response from the student or there are further unexplained absences, the module tutor should contact the Course Leader and the student's Personal Academic Tutor requesting the latter to contact the student and meet to discuss their position on the course, and to keep the Course Leader and module tutor informed on the matter.
- 3.6 The module tutor continues to record absence for the duration of the module.
- 3.7 Further escalation will depend on the judgement of the Course Leader and Personal Academic Tutor, and may include intervention by the Head of Department and/or Head of School.
- 3.8 Where a Head of School considers that a student is failing to participate satisfactorily in his/her programme of study, the Head of School (or nominee) will send a formal written warning to the student setting out the actions required of the student for satisfactory participation.
- 3.9 Where a student fails to adhere to the requirements for satisfactory participation, the Head of School (or nominee) may inform the Academic Registrar who will arrange for the student's registration to be terminated.
- 3.10 The Academic Registrar will write to the student advising that the student has been deemed to have withdrawn and the student's registration will be terminated.

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<b>Date Policy Approved</b>	4th July 2018
<b>Approval Authority</b>	Academic Board
<b>Date of Commencement</b>	1 <sup>st</sup> September 2018
<b>Amendment Dates</b>	n/a
<b>Date for Next Review</b>	June 2019
<b>Related Policies, Procedures, Guidance, Forms or Templates</b>	<a href="#">Taught Courses Regulatory Framework</a> <a href="#">Admissions Terms and Conditions</a>
<b>Policies/Rules Superseded by this Policy</b>	None