

Attendance

Policy number/version	4.2/V01	
Section	ATTENDANCE, COMPLETION, SUSPENSION, WITHDRAWAL	
Type	Academic policy	
Date of creation	September 2017	
Date of last revision	September 2024	
Date of approval of current version	26 August 2019	
Post/section with responsibility for implementation and monitoring	Head of MASS	
Approved by	University Council	
Policy review	Latest review by	Head of MASS
	Latest review date	September 2024
	Review outcome	Amendments in consequences of failing to meet the attendance requirements.
	Next review date	September 2025
Cross reference/related documents:	1.0 Policies and procedures manual 5.0 Student handbook	

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.
- 1.2 The University observes its own responsibilities for student progress notwithstanding students' own primary responsibility for participation in the programme of study and engagement with the learning environment.
- 1.3 The University believes there is a correlation between student retention, progression, and achievement, and their participation and engagement.

2.0 Scope

- 2.1 Applies to all students enrolled in a programme of study offered by the University.

3.0 Definitions

- 3.1 Attendance is defined as presence in class meetings within 15 minutes of the published start time.

4.0 Policy

- 4.1 Students are required to have attended 70% of the contact hours (class meetings).
- 4.2 Programme Handbooks will make the attendance requirements clear to students, and set out the consequences of student non-compliance.
- 4.3 Students unable to meet the requirements for attendance should submit requests for exemption via the Mitigating Circumstances procedure. The Mitigating Circumstances procedure includes evidence requirements, including cases of emergency and non-routine medical procedures.
- 4.4 Exemptions allow students to participate in the module without penalty the next time it is offered. Exemptions do not remove the requirement for attendance.
- 4.5 Student failure to meet the attendance requirements (formal warnings) will be reported to the Board of Examiners, with records of actions taken.
- 4.6 Students who fail to meet the attendance requirements will be notified by the module tutor that they have failed to meet the requirements. This will result in failing the module. The decision will be reported to the Board of Examiners.
- 4.7 Students may appeal to the Board of Examiners against the formal warning or failing the module if they provide sufficient evidence, within 10 working days of the notification.

5.0 Responsibilities

- 5.1 Students are responsible for their own attendance.
- 5.2 Academic staff are responsible for records of attendance.
- 5.3 The Student Administration will keep records of the student attendance
- 5.4 The module tutor will issue warnings in instances of non-compliance of students with the terms of this policy.
- 5.5 Where the student is called away on an emergency (such as the death of an immediate family member or emergency hospital treatment), the student should make sure that the University is informed as soon as possible. The student is required to submit a Mitigating Circumstances request. A medical or other official certificate should normally be provided by the student as soon as reasonably practicable.
- 5.6 Where the student is involved in a personal health matter which necessitates absence from the University, the student is required to submit a Mitigating Circumstances request. An original medical certificate should normally be provided by the student as soon as reasonably practicable. The University reserves the right to validate certificates with the relevant authorities.

6.0 Procedures

- 6.1 The Module tutor will complete attendance records and submit them to the Student Administration.

- 6.2 At the discretion of the module tutor, students may be required to file a written account of their failure to attend a class within 15 minutes of the published start time (late attendance).
- 6.3 The module tutor will issue a warning to the student. The warning shall state that any further absence will result in exclusion from the final examination and/or other assessment requirements and, hence, failing the module.
- 6.4 All advisory notes and warnings will be copied to both the Module Tutor and the Student Advisor.
- 6.5 The University is obliged to have issued a warning to the student prior to excluding a student from final examination and other assessment requirements and failing the module.
- 6.6 Students who attend the examination or submit assignments irrespective of a final warning will nevertheless not receive grades or feedback on their performance.
- 6.7 Decisions regarding student non-compliance with policy and procedures remain the final authority of the Board of Examiners.