

## ATTENDANCE POLICY

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### Attendance Requirements

1. Students studying at partner institutions should refer to their attendance policy and procedures.
2. Classroom learning is central to the University culture and each individual student's development. The University's expectation of attendance and engagement are set so that these mirror and develop behaviours and qualities associated with success in academic study and professional life.
3. Attendance is defined as the physical presence of the student in the learning environment for the entire scheduled session.
4. Students are expected to attend all sessions for the courses in which they are enrolled, come to class prepared, and be active participants in both group work and in their own individual learning experiences.
5. When a student records more than six absences (or equivalent, see the table below), the student will receive an attendance failure (FA). An FA has the same impact upon a student's GPA as an F grade. Students who have received an attendance grade of FA for a course may continue to attend the class, submit assignments and sit the final exam.

Frequency of classes in a semester/session	Permitted absences
Courses that meet twice per week	No more than six absences
Courses that meet once per week	No more than three absences
Courses that meet three times per week	No more than nine absences
Summer Courses	No more than three absences <i>(due to the intensive nature)</i>

6. A student who exceeds six absences (or the equivalent) may withdraw from the course before the last day to withdraw specified in the academic calendar. A student who withdraws will receive a "W" on the transcript, which does not impact upon a student's GPA.
7. Students on a registered internship are required to follow the attendance expectations set between the workplace and Internship Office.

### Attendance Recording and Assignment of Grades

8. Students encountering problems with attendance and engagement in their studies should seek assistance from their academic advisor, a faculty member, or a member of the Student Affairs team.
9. Attendance is taken by instructors in on-line registers within the University's student records system during each course session. Attendance can be viewed in the Self-Service record within 24 hours of each class.
10. Class registers are updated as students add and drop courses, and attendance in all courses is taken from the first day the student registers for that course, including Add/Drop week.
11. Attendance is recorded at the beginning of the class session. Any student not present in the class when attendance is taken is officially late for the session and must be marked as absent. Please see the [Late Arrival to University Classes Policy](#).
12. Every absence from class, regardless of reason, is recorded as Unexcused. Students are responsible for regular review of their attendance records in their Self-Service accounts, and are expected to remain alert to the consequences of absences from their courses.
13. If an inaccurate absence can be shown to have been recorded, the instructor can either make the change or can request that this be rescinded from Registry Services, and it will not count towards Attendance Failure.
14. Any absence from a class session does not exempt a student from the completion of the required work for a course. The student is responsible independently to make up any missed academic work, and to cover the material delivered in any missed class session.

### **Mitigating Circumstances and Student Support**

15. Students must read the [Mitigating Circumstance Guidance](#).
16. If a student believes that they have a mitigating circumstance, they must report and provide evidence for this mitigating circumstance within the Academic Appeals form.
17. Students do not need to provide instructors with medical evidence of illness or absence since the instructor will be assessing only the student's ability to complete the work academically, notwithstanding any illness suffered. Students must, however, contact Student Affairs if they are ill so that necessary strategies to

mitigate for illness can be put in place, and to provide appropriate care, advice and support.

### Reporting requirements

18. The University is obliged to report to UK Visas and Immigration (UKVI) any student who is in the UK on a Tier 4 visa but who is not attending classes.
19. If students fail to attend their classes, the University is responsible for informing Student Finance England or other funding bodies (if applicable) regarding the repayment liability arrangement immediately. Upon the completion of the withdrawal process, students are not eligible to apply for a tuition fee refund.
20. Other scholarship and funding bodies also require the University to report attendance as a condition of the award. Students should inform themselves of the particular requirements of their awarding body, and can consult with the Associate Dean for Student Finance if they have any questions concerning attendance requirements.

## VERSION MANAGEMENT

Responsible Department: Provost			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removal of warning	April 2019	Sept 2019
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	