

## Annex 1 Student Attendance Monitoring Policy

- 1 Students are required to attend and engage with their studies in the manner dictated by the specifics of their programme of study. This policy applies to all taught students, undergraduate and postgraduate, at all levels of study.
- 2 Unauthorised absence which causes concern to your Faculty will result in the following action:
  - 2.1 The Faculty will contact the student regarding their attendance; this correspondence will contain appropriate advice and guidance for the student in relation to engagement with their studies.
  - 2.2 If the student's attendance does not improve and/or the student is not able to provide a satisfactory explanation for non-attendance further correspondence will be sent requiring the student to attend a meeting to discuss their attendance.
  - 2.3 Failure to respond to this correspondence will result in a final formal letter being sent to the student on behalf of the appropriate Associate Dean Academic, failure to respond to this correspondence and/or continued unauthorised absence may result in a student's registration being terminated. In making such decisions the Head of Studies will take in to consideration the University's internal attendance criteria.
- 3 This policy represents the minimum level of attendance monitoring required by the University. Faculties and individual programmes may set more stringent requirements. Where there is a Professional, Statutory or Regulatory Body (PSRB) requirement for attendance, the PSRB requirement supersedes the University requirement.
- 4 For Tier 4 students this policy is applied in addition to the University's UKVI Tier 4 Attendance Policy.<sup>1</sup>
- 5 Any student whose registration is terminated for non-attendance will be permitted to **apply** to rejoin the University after a period of two years.
- 6 Any student who wishes to appeal a Faculty's decision to terminate registration must do so in writing to the Student Appeals & Conduct Officer (within 10 days of formal notification of the decision) who will review the case to ensure proper procedure (as outlined above) was followed. The decision of the Student Appeals & Conduct Officer is final and not subject to review by any other University body.

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<sup>1</sup> Please see paragraph 4.4, Chapter 1 of these Regulations