Policy on Attendance at Timetabled Teaching Events

1. Scope

1.1. This policy applies to all campus-based undergraduate and taught postgraduate teaching events scheduled through the University’s timetabling system, CMIS.

2. Principles

2.1. This policy supports the aims of the University’s Learning Strategy, which contains a commitment to deliver a student experience that engenders success, supported by a stronger focus on retention and engagement and on identifying and supporting students who are at risk. We believe that for campus-based students attendance at scheduled teaching events is a prerequisite for successful engagement with their studies and achieving the best possible outcomes.

3. Attendance Requirements

3.1. In accordance with Senate Regulation 4, students are expected to attend all timetabled teaching events associated with their programme of study.

3.2. As a condition of its licence to sponsor students under Tier 4 of the UK Government’s Points-Based Immigration Scheme (PBS), the University is required to monitor and report on the attendance of students who require immigration permission to study in the UK and to withdraw sponsorship from students who do not meet these attendance requirements.

3.3. Some programmes of study may contain teaching events at which attendance is designated as compulsory for all students. In such cases this will be stated in module specifications and communicated to students by programme teams by means of programme handbooks and related course literature.

3.4. Some Professional or Statutory Regulatory Bodies (PSRBs) may set out attendance requirements for all students as a condition of accreditation which are more stringent than those set out in this policy. In such cases this will be stated in programme specifications and communicated to students by programme teams by means of programme handbooks and/or related course literature. This point relates particularly, but not necessarily exclusively, to programmes regulated by the General Medical Council (GMC).

3.5. As part of its commitment to the innovative use of learning technologies to support the student learning experience, the University is adopting the use of lecture capture technology to record teaching events and making them available to students online. These recordings are intended to supplement, rather than replace, teaching events, and therefore attendance at timetabled events is still expected.

4. Registering Attendance at Timetabled Teaching Events

4.1. Attendance at timetabled teaching events is managed using the University’s Attendance Management System (AMS).

4.2. At the start of each teaching session, all students are required to tap their student ID card at card readers placed inside teaching rooms. Students must tap in at the start of all timetabled sessions in order for their attendance to be registered. Tapping upon exit will not register attendance at the event.

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4.3. Students who tap in more than 5 minutes after the start of a timetabled session will be marked as present but registered as late. Students will not be penalised for late arrival, but if patterns of lateness are observed, programme teams may wish to explore the reasons for this with students.

4.4. Students who fail to tap the card reader at the start of their timetabled session will be marked as absent.

4.5. In accordance with Senate Regulation 2.16, the use of a student ID card is personal to the individual to whom it is issued, and students must not allow their card to be used by any other individual. Students who are found to be fraudulently using the Attendance Management System, either by tapping in on others’ behalf or allowing others to tap in on their behalf, will be subject to disciplinary proceedings in accordance with the regulations on student misconduct set out in Senate Regulation 11.5.

5. **Authorised Absences**

5.1. In accordance with Senate Regulation 4, students may request authorisation from their programme team for short periods of absence for personal or religious reasons. Absences must be requested at the earliest possible opportunity. Absences of more than 7 calendar days must be made and authorised in writing and the student must take full responsibility for the completion of outstanding academic work.

5.2. Absences can be authorised up to 28 days in advance of the scheduled teaching session.

5.3. Absences can be authorised up to 7 days after the scheduled teaching session.

5.4. Programme teams retain the right not to authorise an absence if the grounds for requiring an absence are not sufficiently well established.

5.5. In accordance with Senate Regulation 7, if an authorised absence from scheduled teaching events has affected a student’s ability to take an assessment, or adversely affected the results obtained from an assessment, students are encouraged to submit a mitigating circumstances claim.

5.6. If a student’s circumstances are such that they are likely to need time away from study on an ongoing basis, students are advised to discuss the possibility of a suspension of studies with their personal tutor or other programme contact. Advice on the implications of suspension of study for Tier 4 visa holders can be sought from the University’s Student Services Centre.

6. **Unauthorised Absences**

6.1. The University of Leicester proactively monitors student attendance and has a staged process for managing unauthorised absences from teaching sessions.

6.2. Attendance at scheduled teaching events is monitored across a 7 day period starting on a Monday and ending on Sunday. This is referred to as the monitoring period.

6.3. Stage 0: Attendance is satisfactory.

6.4. Stage 1: Students who have been absent from all scheduled teaching events falling within a single 7 day monitoring period will be contacted by email, reminded of the requirement to attend timetabled teaching sessions, and signposted to sources of support.

6.5. Stage 2: Students who have been absent from all scheduled teaching events falling within a further 7 day monitoring period, will be contacted by email and required to contact their personal tutor or programme team to discuss the reasons for non-attendance and offered appropriate pastoral support where required.

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6.6. Stage 3: Students at stage 1 who are then absent for 14 consecutive calendar days (two monitoring periods) will be contacted by email and issued with a formal warning that continued non-attendance will result in a withdrawal of registration.

6.7. Stage 4: Students at stage 1 who are then absent for 21 consecutive calendar days (three monitoring periods) will be deemed to have withdrawn themselves from study and will be contacted by email and issued with a notification of intent to withdraw registration.

6.8. Students who receive a notification of intent to withdraw registration (Stage 4) will have five working days in which to lodge an appeal. An appeal should be submitted in writing to their department, supported by independent documentary evidence that demonstrates why they have not been able to respond to previous communications. If an appeal is not received, or if evidence in support of an appeal is not deemed satisfactory, the student’s registration will be withdrawn for non-attendance and the student will be informed in writing.

6.9. All students will start each academic year at Stage 0. However, students who resume attendance after reaching Stages 2 or 3 will return back to stage 1, so that any further 7 day monitoring period of absence will trigger a stage 2 notification and will require the student to talk to their personal tutor or programme team in person.

6.10. Students who reach stage 4 and successfully appeal the intent to withdraw their registration will be returned to stage 1 and will be required to attend scheduled teaching events. Any further 7 day monitoring period of absence will trigger a stage 2 notification and will require the student to talk to their personal tutor or programme team in person.

6.11. Exceptions to the process outlined in paragraphs 6.3 – 6.10 are students on pre-sessional English language courses delivered by the ELTU, and students on programmes taught in the Medical School subject to GMC regulations. These courses are required to have more stringent attendance requirements and the timelines for managing non-attendance are shorter. The processes for managing ELTU and GMC non-attendance will be communicated to students by programme teams by means of handbooks and/or related course literature.

6.12. Students whose registration is withdrawn for non-attendance will be reported, as appropriate, to the Student Loans Company (SLC), the UKVI, and other statutory bodies where relevant.

7. **Related Regulations and Policies**

7.1. Students are reminded that in accepting the University of Leicester’s terms and conditions at registration, they are agreeing to abide by the Senate Regulations and associated policies.

The following regulations are referenced in this Attendance Management Policy:
- SR2: Regulations governing admission and regulation for taught programmes
- SR4: Regulations governing student obligations
- SR7: Regulations governing the assessment of taught programmes
- SR11: Regulations governing student discipline