
Senate Regulation 4: Regulations governing student obligations

Attendance at Timetabled Teaching Events

- 4.1 Attendance is an essential requirement for all campus-based programmes of study, full or part-time. Full-time students must reside in Leicester or within easy commuting distance of the city for the duration of each semester, and all students are normally required to attend all learning and teaching sessions associated with the programme of study on which they are registered.
- 4.2 Some programmes of study may contain modules in which attendance is designated as compulsory for all students. In such cases this will be stated in module specifications and communicated to students by means of programme handbooks and related course literature.
- 4.3 Some Professional or Statutory Regulatory Bodies (PSRBs), including in particular but not necessarily limited to the General Medical Council, may set out attendance requirements as a condition of accreditation which are more stringent than those set out in these regulations. In such cases this will be stated in programme specifications and communicated to students by means of programme handbooks and related course literature.
- 4.4 As a condition of its licence to sponsor students under Tier 4 of the UK Government's Points-Based Immigration Scheme, the University is required to monitor and report on the attendance of students who require immigration permission to study in the United Kingdom and to withdraw sponsorship from students who do not meet attendance requirements.
- 4.5 Where there is a requirement for attendance at a specified learning and teaching session associated with a programme when it is offered by distance learning, this will be set out in the programme specification, together with the policy concerning student absence and the completion of outstanding work. Where a student studying by distance learning wishes to seek absence from attendance at a specified learning and teaching session or special arrangements relating to the timing of assessment for religious reasons, they should follow the same procedure.
- 4.6 It is the responsibility of every student to notify their home school of absences from the University. Where the absence is a result of illness of less than five days' duration, the student should complete a self-certification form.
- 4.7 Schools are empowered to authorise short absences for personal reasons from campus-based programmes of study, but requests for absences of more than one week must be explicitly in writing, and will only be granted if the school is in agreement with the proposal, and if the student concerned takes full responsibility for the completion of outstanding academic work. This procedure also applies if the absence is required for religious reasons.

Management of Non-Attendance

- 4.8 Students who miss consecutive timetabled teaching events without prior authorisation or the provision of satisfactory reasons for absence subsequent to the missed event(s) will be contacted in accordance with the stages laid out in the University's *Policy on Attendance at Timetabled Teaching Events*.
- 4.9 Students who accumulate in excess of 28 days consecutive unauthorised absence and/or who have failed to respond satisfactorily to University attendance communications will be deemed to have withdrawn themselves from study and their registration will be withdrawn accordingly.
- 4.10 Students have the right to appeal a decision to withdraw their registration if they can demonstrate that there has been a procedural irregularity in the consideration of their case or if they have evidence of significant mitigating circumstances which they can demonstrate that they were prevented from submitting at the appropriate time. Any appeal must be supported by documentary evidence and submitted in writing to the Deputy Director of Academic Services within 14 days of notification of withdrawal of registration.

Neglect of Academic Obligations

- 4.11 Neglect of academic obligations is defined as the failure of students to engage appropriately with their taught programme of study. In addition to attendance at timetabled teaching events, individual programmes may set out additional expectations around students' academic obligations, depending on the nature of the discipline and/or methods of delivery. These obligations should be set out in school or programme handbooks. If students are in doubt about their obligations, they should without delay consult their Personal Tutor, Programme Director or Head of School.
- 4.12 In addition to attendance at timetabled teaching events, the following activities, which should not be considered to be an exhaustive list, may be considered to be academic obligations:
- attendance at registration events, school meetings, personal tutorials or other engagement activities;
 - submission of coursework;
 - participation in authenticated online activities, e.g. through Blackboard;
 - supervision meetings;
 - the attendance of students on placement, which may be monitored by a combination of reports from the on-site placement supervisor, visit(s) by the school placement tutor, or on-line communication
- 4.13 If a student fails to meet any additional academic obligations associated with a particular programme of study, the student's failure to engage with programme will be considered by the Chair of the Board of Examiners, or nominee, who may recommend one of the following sanctions:
- termination of the student's registration;
 - a final warning to the student that if his/her engagement continues to be unsatisfactory then his/her course will be terminated and/or
 - removal of the right to re-sit or re-submit assessments failed at the first attempt.
- 4.14 Students have the right to appeal a sanction if they can demonstrate that there has been a procedural irregularity in the consideration of their case or if they have evidence of significant mitigating circumstances which they can demonstrate that they were prevented from submitting at the appropriate time. Any appeal must be supported by documentary evidence and submitted in writing to the Deputy Director of Academic Services within 14 days of notification of the sanction.
- 4.15 These regulations regarding attendance and neglect of academic obligations shall only apply to students following a taught programme of study. The progress and engagement with study of postgraduate research students shall be managed through the procedures approved by Senate for the monitoring and review of the progress of research students.

Term-Time and Vacation Employment (Full-Time Campus-Based Students only)

- 4.16 The calculation of module workload which underpins the University's course structure is based on the assumption that full-time students are devoting themselves to their studies on a full-time basis. Paid employment is not however disallowed, provided that the total number of hours worked does not exceed 15 hours per week during term time, and that programme requirements are met in full. Students who undertake part-time work in term time should note that this will not be accepted as a mitigating circumstance which excuses absence from classes, the late submission of work or examination failure, or poor academic performance.

- 4.17 Students are also expected to study during vacations, either in preparation for forthcoming modules or examinations, or to complete prescribed assignments. Students engaging in paid vacation employment are expected to have regard to the need to fulfil these academic obligations.
- 4.18 Students who have immigration permission to study in the United Kingdom must not under any circumstances work more hours than are stipulated by the United Kingdom Visas and Immigration service (UKVI) as a condition of their entry clearance.

International Student Visa Requirements

- 4.19 All international students (if non EU) studying a programme requiring attendance on campus will be required to show evidence of a valid immigration status, such as leave to remain which entitles them to study at the University in order to complete the registration process for each academic year.
- 4.20 The continuing registration of students with a Tier 4 visa will be subject to students meeting their obligations as required by the University's tier 4 sponsorship of them. This includes:
- the provision of an up to date UK address and telephone number;
 - attending all scheduled learning and teaching sessions associated with the programme of study on which they are registered;
 - providing up to date contact details for any periods spent away from the University, such as undertaking placements or field trips;
 - provision of any new visas granted during the programme of study on which they are registered, including the extension of a Tier 4 visa or any change in immigration status to a different visa.
- 4.21 Failure to meet these obligations may result in registration being terminated and sponsorship being withdrawn.
- 4.22 All international students studying on a programme which requires attendance in the UK are required to have valid leave to remain in the United Kingdom that entitles them to study at the University for the duration of their period of registration. If a student's leave to remain expires whilst registered on their programme, the student must apply for new leave before their existing leave expires.
- 4.23 All international students are required to provide evidence of their leave to remain in order to register at the commencement of their programme, upon any change in immigration permission during their programme, upon expiry of any existing leave during their programme and upon request at any time during their programme.
- 4.24 If a student does not hold valid leave to remain, fails to provide supporting evidence when requested to do so by the University or otherwise behaves in a manner which puts the University's ability to meet the conditions of its Tier 4 sponsorship of the student in jeopardy, the University shall take action to withdraw the student from his or her programme. This means that the student would be unable to complete study. The student's right to redress in these circumstances will be the published complaints process.

Residence

- 4.25 All students must register their term-time address with the University and all students must notify the University immediately of any change of address.

Ethical approval of student work

- 4.26 Work undertaken by students involving human participants, including that contributing to formative and summative assessment, will require ethical approval prior to its commencement. Students should familiarise themselves with any procedures relating to the approval of work on ethical grounds including the need to complete Ethics Monitoring Forms and Ethics Final Report Forms for review by the relevant

supervisor or, where required submit a proposal to a School Ethics Working Group. If any aspect of the proposed work may be ethically controversial the work cannot proceed until permission has been obtained from the relevant Research Ethics Committee. Students must consult their supervisor if there are any major proposed changes in research for which they have received ethical approval. Students who fail to seek appropriate approval prior to commencing their work, or who fail to consult with their supervisor regarding major changes to their work once it has commenced, or who fail to complete the on-line final report will normally be regarded as having breached the University's Regulations.

Academic Dress

4.27 Full academic dress must be worn when students are presented at Degree Congregations.