UNIVERSITY OF HUDDERFIELD STUDENT ATTENDANCE MONITORING POLICY

All students are expected to attend all timetabled teaching sessions and to be available during all term time weeks. Students on placement, taught postgraduates involved in dissertation work only, and postgraduate research students, who do not have specific timetabled teaching sessions, are expected to maintain regular engagement with the University through the relevant means.

Absence is permitted in cases of illness, personal or family crisis, or in meeting important social and religious responsibilities, where these might be permissible grounds for absence from a place of professional employment. When students are unable to attend through illness, personal circumstances, or social or religious responsibilities, they must report this in a timely way (in advance where possible, or no later than 24 hours after the absence has occurred) to their School’s notified contact.

Attendance at and absence from scheduled formal examinations are dealt with under the University’s examination regulations, ‘Fit to sit’ policy and extenuating circumstances procedures, and not under its attendance policy and procedures.

Students should be aware that there are specific attendance requirements on some courses and that they must comply with these as well as the general expectations of the University.

Overseas students in possession of Tier 4 Visas who do not attend regularly should be aware that they will jeopardise their immigration status.

In cases of unavoidable absence from timetabled teaching sessions, students must take responsibility for making reasonable efforts to work with staff and fellow students to make up for the work missed.

Students must take care to record their presence in all timetabled teaching sessions by using their identity card with the readers in each room. Failure to bring an identity card constitutes absence. Loss of a card must be reported immediately to the School and a replacement obtained from the Student Centre before the next working day.

Failure to comply with the expectations of this policy may result in an invitation to meet with the Dean of School (or nominee) to discuss an attendance record, and, if, at their absolute discretion, the Dean (or nominee) is not satisfied with any explanation given further action may result, including withdrawal from the course. Subsequent unacceptable attendance may result in immediate withdrawal from the course with no further invitation to meet the Dean (or nominee).

Should a decision be made by the University to withdraw a student from a course due to failure to comply with this attendance policy, the student will be notified in writing. The student will have the right to appeal the decision and any appeal must be submitted in writing, to the Pro Vice-Chancellor (Teaching & Learning) for taught students, or to the Pro Vice-Chancellor (Research & Enterprise) for research students, within two weeks of the date of the letter notifying the student of the withdrawal. Any such appeal may only be on the grounds of procedural irregularity or unavoidable inability to engage with the process. The decision of the Pro Vice-Chancellor will be final.