

## Student Attendance Policy – Ulster University Programmes

### Introduction

The Student Attendance Policy has been developed as part of QA Higher Education's commitment to providing a supportive learning environment to enable students to achieve their full potential. This policy outlines attendance requirements for students and also aims to provide clarity for both students and staff on matters relating to student attendance. Attendance is a key component in student retention and progression and in our experience regular attendance is closely linked to improved academic achievement.

### The QA Higher Education Attendance Policy requires that enrolled students:

- 1 Are punctual and regular in their attendance at such classes or other forms of instruction as may be prescribed, this includes where attendance has been requested at meetings or appointments by/with staff For example a meeting with your Course Director, or where you have made an appointment with our Careers and Employability team.
- 2 Students shall keep the prescribed dates available to attend their programme of study and may have to fulfil such additional requirements either in vacation or in intercalary periods as may be specified in course regulations.
- 3 A student who has been absent without permission for more than three days through illness or other cause must notify immediately by emailing QAHE.Attendance@qa.com. Where the absence is for a period of more than five working days, and/or caused by illness which may affect the student's studies, the student shall arrange for a medical certificate to be presented and submitted to QAHE.Attendance@qa.com.
- 4 Students may apply in accordance with rules approved by the Senate for a period of leave of absence from their programmes of study. Applications shall be considered on behalf of the Senate by the board of the faculty.
- 5 A student who for any reason intends to withdraw from the University before the completion of the programme of study or research must inform the Registry Office.
- 6 **The board of faculty may deem a student to have withdrawn from the University if the student has been absent without leave from prescribed instruction for a period of four weeks or an aggregate of four weeks within the semester.**

**Sanctions in the event of unsatisfactory attendance,**

Where a student's attendance is unsatisfactory, one or more of the following actions may be taken.

- a. Seek an explanation from the Student for their non-attendance. Discuss how their attendance must improve and recommend appropriate support.
- b. Issue the student with a verbal or written warning.
- c. Require those students who fail to respond to warnings to attend a meeting with their Course Director
- d. Where applicable, inform the student's sponsor, the Student Loan Company, or other stakeholder (e.g. their employer) of the student's poor attendance.
- e. Withdraw the student from their programme of study and, where applicable, withdraw sponsorship of the student by informing the relevant Student Loan Company, if a student fails to respond to the warnings above or breaches the regulations as outlined within this policy.

**Student Agreement**

I confirm that I have read and understood the above policies, and will ensure they are followed in line with my obligations as a student of QA Higher Education.

Name:	
Student Number:	
Signature:	
Date:	