



1 Preparation, Attendance & Online

Participation

Quality Code for Higher Education, specifically the Advice and Guidance for Enabling Student Achievement

reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This policy sits within the

and supporting protocols designed to safeguard the academic standards of the University and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

This policy is also informed by the Office for Students Regulatory Framework, specifically Condition B2

## Introduction

2 This policy has been developed as part of the commitment of the University to provide a supportive learning environment in which encouragement is given to all students to develop their knowledge, skills and competencies.

3 The University Student Charter requires students to give a number of commitments to make the most of their time at the University and to ensure they achieve the outcomes of their programme of study. The Student Charter sets clear boundaries of acceptable conduct and behaviour and all students are required to abide by this Charter and conduct themselves in a way that is not disruptive or disrespectful to fellow students or staff members.

4 This policy expands on these commitments and provides details to students about their obligations and the University rules and regulations with regard to attendance on and/or Participation with their programme of study.

## Definitions

### 5 Participation

6 **Events** include timetabled matters such as lectures and workshops and also online task submissions and coursework assessments.





will seek to make fair and proportionate decisions that are in the s interests.

23 A student who is experiencing difficulties in Participating fully with their programme of study because of personal, financial or other reasons, should contact their Personal Tutor or the Programme and Student Lead. For students studying online, contact should be made with the Course Administrator. The University also has other support services available including a confidential Counselling Service.

24 The University has an Intermission Policy which enables students experiencing difficulties to take a break from their studies. A student who wishes to consider this should contact their Personal Tutor, a member of Information team or the Programme and Student Lead for assistance.

## Absence

25 In general:

25.1 Where a student is aware in advance that they will not be able to Participate an Event, it is the responsibility of the student to inform his or her subject tutor that he or she (the student) will not be able to Participate in that Event.

25.2 If an attendance mode student is absent from an Event or wishes to enquire about the possibility of attending, space permitting, a substitute Event, he or she should contact the Student Information team in his or her Campus. Without good reason and the consent of the Programme and Student Lead, there is a maximum of 6 Events which can be substituted during the year.

25.3 If a student on an attendance mode course has missed an Event, they must:

25.3.1 complete an absence form, which is available from ELITE, s\*nBT11 0 0 1 434.98 331.W\*n

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**Students whose fees are paid by their employer (or other sponsor)**

33 The University reserves the right to inform the employer (or other sponsor, where applicable) where a student is not participating in their programme without good cause.

**Tier 4 Students**

34 Students who are sponsored by the University on a Tier 4 Student visa are subject to the Attendance Policy for Tier 4 Students. Tier 4 Students have different attendance requirements due to the conditions of their visa and Home Office regulations. Any requirements contained in the Attendance Policy for Tier 4 Students take precedence over those outlined in this document.





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V1.13	Head of Student Support Services	Incorporate input from online programme team/Director of Operational Services	01/10/18
V1.14	Head of Student Support Services	Update to enable withdrawal without reference to discipline regulations	15/07/19
V2.0	Registry Officer	Change to coding convention	24/03/20



# Appeal Form – Withdrawal for Non-Engagement

If you are not satisfied with the outcome of a decision to withdraw you from your course due to non-engagement, you can submit an appeal. The appeal will be considered by a panel of three members of staff at Executive Manager level or above. The appeal must be submitted in writing **within 14 calendar days** of the withdrawal letter from the University.

Within this request, you must outline the reasons for your dissatisfaction.

This is the final stage of the University you are dissatisfied by the outcome of the appeal, you may be eligible for a further review by the Office of the Independent Adjudicator (details will be provided to you with the appeal outcome).

## Valid Grounds for an Appeal

For an appeal to be considered, you will need to:

- < Provide reasons for your non-engagement, supported by evidence to substantiate this, together with a full explanation of why you have not responded to previous communications; or
- < Demonstrate that the withdrawal process was not followed correctly and that this had a detrimental impact on the outcome; or
- < Demonstrate that the University reached a decision that no reasonable body could have reached.

Name

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