

Policy on Student Attendance

Policy

Purpose This document provides the policy framework for Schools, which should be used in the development of School student attendance monitoring systems.

Scope The policy applies to students studying at all Heriot-Watt University campuses and on all programmes of study where attendance is expected as part of the minimum requirements.

Policy Statement The University is committed to providing an integrated support structure for students and a learning environment in which all students are provided with the opportunity to meet all course and programme learning outcomes and encouraged to achieve their full potential in their studies.

In order to achieve course and programme learning outcomes, students are expected to attend all scheduled learning sessions (e.g. timetabled lectures, seminars, tutorials, workshops and laboratory sessions) as stipulated by their School.

The only exception to the above should be in circumstances where ill health or other legitimate reasons prevent student attendance. In this case, students should either submit a self-certification or medical certification ([University Regulation 1: Attendance and Performance](#)), or an application for consideration of Mitigating Circumstances (<https://www.hw.ac.uk/services/docs/mc-policy.pdf>).

Implementation It is the responsibility of each School to implement the policy, putting processes in place to:

- Ensure attendance requirements are clearly communicated to students, (e.g. within Student Handbooks/Programme Handbooks, in the VLE);
- Monitor student attendance¹.

Procedural guidance in cases of non-attendance is provided in the University's Compulsory Withdrawal Procedures: Unsatisfactory Attendance, available from the Learning and Teaching Policy Bank (<https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm>).

¹ Attendance should be monitored at the course level.

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Support and related documents

Sources of Support **Schools** (e.g. School offices, Personal Tutors, Course Co-ordinators/Programme Directors)
Student Support and Accommodation <https://www.hw.ac.uk/student-life/campus-life/student-support.htm>;
 email: studentsupport@hw.ac.uk
Academic Registry: <https://www.hw.ac.uk/services/academic-registry.htm>
Advice Hub, Heriot-Watt University Student Union: Tel: +44 (0)131 451 4535;
 email: advice.hub@hw.ac.uk
Dubai Campus – Academic Administration Office, Tel: +971 4 435 8631;
 email: dubaiaao@hw.ac.uk
Malaysia Campus – Student Service Centre, Tel: +603 8894 3610;
 email: MYstudentcentre@hw.ac.uk

Thinking of Leaving: <http://www.hw.ac.uk/students/studies/leaving.htm>

Supporting documents **The following documents are available from the Learning and Teaching Policy Bank** (<http://www.hw.ac.uk/committees/ltb/ltb-policies.htm>):

[Procedures for Compulsory Withdrawal: Unsatisfactory Attendance](#)

[Personal Tutoring: Policy and Guidelines](#)

[Regulations:](#)

– Regulation 1: General Regulation

[Policy on Mitigating Circumstances in Relation to Assessment](#)

[Student Learning Code of Practice – Students on campus](#)

[Student Learning Code of Practice – Students at partner institutions](#)

[Student Learning Code of Practice – Students studying independently](#)

Tier 4 documents and guidance for staff:

<https://intranet.hw.ac.uk/ps/gls/ukba/Pages/default.aspx>

The following documents are available from Schools:

Student Handbooks/Programme Handbooks

Document information

| Date | Version | Consultation | Location | Brief Description of Amendment |
|----------|---------|--|---|--------------------------------|
| 6/7/16 | v.3b | n/a | Learning and Teaching Policy Bank: https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm | Logo and Hyperlinks revised |
| 17/3/15 | v.3a | Senate (SBC) Academic Council (Dubai) | | Minor revisions |
| 28/10/14 | v.3 | Student Learning Experience Committee Undergraduate Studies Committee Postgraduate Studies Committee Academic Registry Student Support and Accommodation Student Union Advice Hub | | Revised version |