

Scope

- 7.1 The Programme Attendance Regulations apply to all students enrolled on Undergraduate and taught Postgraduate programmes, whether studying for credit or as a visiting exchange student.

Definitions

- 7.2 *Programme*: a student's enrolled programme of study.
- 7.3 *Attendance*: the act of being present at scheduled academic sessions, both on campus and online, compulsory field and other trips, scheduled assessment, and group work activities.
- 7.4 *Engagement*: the act of a student participating in scheduled academic sessions, study, and related opportunities to achieve their full potential in their studies.

General

- 7.5 The awards of York St John University are set out in the [General Regulations for Awards](#).
- 7.6 Undergraduate awards conform to requirements set out in the [Framework for the Assessment of Taught Awards](#) and the [Regulations for Undergraduate Awards](#).
- 7.7 Taught Postgraduate awards conform to requirements set out in the [Framework for the Assessment of Taught Awards](#) and the [Regulations for Taught Postgraduate Awards](#).
- 7.8 Other than where specified within this regulation, attendance on Undergraduate and taught Postgraduate programmes is subject to the application of the [Regulations for Undergraduate Awards](#), the [Regulations for Taught Postgraduate Awards](#), and the Immigration Compliance Regulation.
- 7.9 Detailed information on undergraduate and taught postgraduate awards is set out in the relevant [programme specification](#).

Programme attendance

- 7.10 All students enrolled on Undergraduate and taught Postgraduate programmes of study at York St John University must attend all parts of their programme. Action may be taken under this regulation if a student fails to attend scheduled academic sessions either on campus or online.
- 7.11 Students must normally live within reasonable travelling distance of their designated place of instruction for the duration of designated periods of study, and during published teaching hours.
- 7.12 Students on distance learning programmes are expected to demonstrate attendance through participation in all designated academic engagements.
- 7.13 Students must ensure that their engagement is not disadvantaged by undertaking paid employment, voluntary work, or participating in sports, societies, volunteering, or other extra-curricular activities. Students must attend all scheduled academic sessions.
- 7.14 Students who require a visa in order to enter, remain, and study in the UK must ensure that their participation in any paid employment or voluntary work is compliant with the conditions of their visa and with UK immigration rules, and must attend all scheduled academic sessions.
- 7.15 Students must cooperate with any arrangements made by the University for monitoring attendance at, and reporting absences from scheduled academic sessions, as amended from time to time.
- 7.16 It is expected that students will be proactive in seeking to address any difficulties which impact upon their engagement with their studies and will access the support and services provided by the University where it is appropriate to do so.

- 7.17 The University will alert students to any concern regarding their attendance or engagement. Where appropriate, the University will ask a student to attend a [Case Consultation](#) meeting in order to note concerns about attendance or engagement and to secure the implementation of measures to support the student to address the identified concerns.
- 7.18 If a student fails to attend a Case Consultation, fails to address concerns raised about their attendance or engagement, or fails to cooperate with arrangements made by the University to monitor attendance at and report absences from scheduled academic activities, the University may hold a [Standards Review](#) meeting. The purpose of such a meeting shall be to investigate exceptional shortcomings in student performance or programme participation and instigate or recommend help, remedial measures, or disciplinary action relating to academic matters.
- 7.19 A student will have the right to appeal against the decision of the Standards Review Panel, or the Progress and Award Examination Panel. Full information about the appeal procedure is available on the [Appeals and Complaints](#) webpage.
- 7.20 If a student fails to attend scheduled academic sessions, and fails to attend a Case Consultation or Standards Review if requested, the University may presume that the student has withdrawn from their studies and invoke the [withdrawal process](#); this may result in the termination of the student's enrolment on their programme of study.
- 7.21 Action taken under this regulation will be with due regard to the need to eliminate discrimination, harassment, and victimisation, advance equality of opportunity, and foster good relations. Students should advise the University as soon as possible of any difficulties with attendance or engagement that arise due to religious observance, disability, gender reassignment, pregnancy or maternity, or carer responsibilities so that this can be considered.

Associated links: <https://www.yorksj.ac.uk/policies-and-documents/regulations/>
<https://www.yorksj.ac.uk/programme-specifications/>
<https://www.yorksj.ac.uk/students/policies-and-documents/case-consultations-and-standards-reviews/>
<https://www.yorksj.ac.uk/policies-and-documents/appeals-and-complaints/>
<https://www.yorksj.ac.uk/students/policies-and-documents/withdraw-from-your-course/>

Version control statement

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Amendments since approval

Version	Detail of revision:	Date of revision:	Revision approved by:
	Regulation revised to remove duplicated policy and procedural information.	27/03/2019	Quality & Standards Committee
	Emphasis of 4.4 amended.	02/04/2019	Academic Board
5	Changes to committee names	06/11/2019	Academic Board
5.1	Minor amendment. Numbering updated.	20/04/2020	Academic Board
5.4	Amendment to 7.3 Attendance definition, to include being present at both campus and online academic sessions.	23/09/2020	Chair of Academic Board
6	Amendment to 7.10 to clarify attendance expectation extends to scheduled academic sessions both on campus and online	23/06/2021	Academic Board