

3. ATTENDANCE AND PROGRESS

- 3.1** Students shall attend regularly, and students are expected to make academic progress within the maximum period for completion of study and assessment.
- 3.2** Unexpected absence due to personal reasons including ill health shall be notified at the time by students to the Head of their Department if the absence extends or is likely to extend beyond the period of three working days. Students may be granted planned absence only with the prior permission of the Head of their Department or delegate.
- 3.3** If a student's attendance or academic progress is not satisfactory, the student may be suspended for a period not exceeding 12 months, or the student may have their registration terminated and they may be withdrawn. The Director of Academic Registry, as delegated by Senate, will give due warning prior to taking any action and will consider the nature and timing for such action in consultation with the Director of Studies for the student's course and relevant professional services. Requests for re-registration may be made to the Director of Academic Registry. The Director of Academic Registry, as delegated by Senate, will consider the request in consultation with the Director of Studies for the student's course and relevant professional services, and consideration will include the appropriate timing for re-registration, how the student will be supported to return to studies, and any conditions for return the student must meet.
- 3.4** Where a student is prevented for legal reasons from attending, the student will, in the first instance, normally be suspended for a period not exceeding 12 months. If the student continues to be prevented for legal reasons from attending beyond a 12-month period, or suspension was not appropriate to the circumstances, the student's registration may be terminated and the student withdrawn. Requests for re-registration may be made to the Vice Chancellor, who will consider the circumstances and may exercise Statutory power to re-admit the student. The Vice-Chancellor may instruct the Director of Academic Registry to consult on the appropriate timing for re-registration, how the student will be supported to return to studies, and any conditions for return the student must meet.
- 3.5** No student shall be treated as having completed a particular course of study unless the student shall have complied with such conditions as the Senate may from time to time prescribe with relation thereto.
- 3.6** The University will require students in receipt of Research Council or other awards to satisfy such terms and conditions of their awards as are acceptable to the University.
- 3.7** If any students are required by:
 - a. their Head of Department or Group, or
 - b. the Director of Studies for their programme of study, or
 - c. the personal tutor to whom they have been assigned, or
 - d. any Officer of the University, or
 - e. the Director of Academic Registry or other Senior Administrative Officer, or

- f. the Dean of their Faculty or the Head of the School
- g. the Director of Student Support and Safeguarding or other Professional Services Manager

to see such person, the students shall attend at such place and time as shall reasonably specified on reasonable notice.

Events Outside of Our Control

3.8 Sometimes circumstances beyond the reasonable control of the University that could not have been prevented even if the University had taken reasonable care (“Events Outside Our Control”) mean that the University is prevented from, hindered or delayed in providing or otherwise cannot provide the course, related educational and other services and facilities as described.

3.9 Examples of Events Outside Our Control include (but are not limited to):

- a. the unanticipated and/or unavoidable absence or departure of key members of staff or specialist staff;
- b. industrial action by third parties;
- c. power failure;
- d. acts of terrorism;
- e. pandemics, epidemics and other threats to public health;
- f. fire;
- g. severe weather conditions;
- h. natural disasters;
- i. political or civil unrest;
- j. damage, interruption or lack of access to buildings, facilities or equipment;
- k. the acts or delays of any governmental or local authority;
- l. legal or regulatory changes, including changes to government guidance;
- m. sanctions imposed by any country;
- n. withdrawal by any government or local authority of any necessary licence; and/or
- o. insufficient uptake of a course.

3.10 Where Events Outside Our Control occur, the University will notify students that the events have occurred and will take all reasonable steps to minimise the resultant disruption to those applicants or students who are affected, by, for example:

- a. offering the opportunity where reasonably possible to move to another course;
- b. deferring the start date for the course;
- c. delivering the course in a different way, from another location or online, or at another time;

- d. delivering a modified version of the same course;
- e. assisting transfer to complete the course at another institution; and/or
- f. delivering other services and facilities in a different way, from a different location or online.

3.11 If students are not satisfied with any such steps to mitigate the disruption caused by Events Outside Our Control, students may terminate their contract with the University and the University will follow the Student Protection Plan. Alternatively, students can make a complaint under the University's Student Complaints Policy and Procedure.

3.12 Where Events Outside Our Control occur and the University is unable to take steps to minimise the resultant disruption to students then neither the University nor students will be liable for breach of this contract nor for continued compliance with the contract including the provision of further tuition or services, payment of further fees, making refunds of fees paid or other loss or damage of any kind.

Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.

Date of Last Update: 1 August 2025