

3. Attendance

Expectations and requirements for attendance

- 3.1** You are normally expected to attend all scheduled in person and online teaching and learning activities set out in your academic timetable.
- 3.2** Attendance at some academic activities may be compulsory for academic reasons. These may include:
- specified attendance requirements to pass a unit or for continuation on your course of study.
 - attendance requirements where professional, statutory or regulatory body (PSRB) requirements apply to your course.
- 3.3** Attendance may be required for statutory, funding or legal reasons. This includes for:
- students funded by a Student Loan Company (SLC) student loan or other funding bodies.
 - international students holding a student visa sponsored by the University.

The University is responsible for reporting non-attendance externally where these conditions apply.

- 3.4** You are expected to attend all assessments required by your course, including examinations during assessment and/or re-assessment periods.
- 3.5** You are required to attend in person or online meetings with members of Academic or Professional Services staff, when requested to do so at reasonable notice.
- 3.6** You must let your Head of Department or delegate know if you will be unable to attend scheduled teaching or learning activities due to unplanned absence for longer than three working days. You must seek advice and permission from your Head of Department or delegate at the earliest opportunity for periods of planned absence.
- Appropriate department contacts will be published in your Course Handbook. In addition, you may need to seek advice from additional University support services depending on your circumstances.*
- 3.7** If you are an international student holding a student visa sponsored by the University, you will need to seek an authorised absence if you will be absent for longer than seven calendar days.

Consequences of non-attendance

- 3.8** Non-attendance that significantly impacts your academic progress and limits your ability to continue on your course may require action to be taken by the University. Non-attendance may trigger supportive investigation under student absence processes. The Director of Academic Registry may take action to suspend your study or may

withdraw you from your course if suspension is not, or is no longer, appropriate to the circumstances.

- 3.9** Non-attendance may require action to be taken by the University to comply with statutory, funding or legal requirements. The Director of Academic Registry may suspend your study or may withdraw you from your course if suspension is not, or is no longer, appropriate to the circumstances.
- 3.10** Where the Director of Academic Registry considers action to suspend or withdraw you from your course, the Director will, prior to taking any action, give you due warning and will consider the timing for such action in consultation with the Director of Studies for your course and relevant professional services.

Appealing a decision

- 3.11** You can appeal a decision made under this Regulation to suspend you, or to withdraw you from your course and terminate your registration. You may make a request to resume study or re-register to the Director of Academic Registry. If you are prevented from attending for legal reasons, you may make your request to the Vice-Chancellor. Consideration of your request will include whether resuming study or re-registration is appropriate in the circumstances, and if so, the appropriate timing, how you will be supported, and any conditions you must meet.

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 2026