

Attending your timetabled sessions

1. The University takes the view that the students are partners with the University in their learning. The University encourages and expects attendance at all timetabled classes because there is ample evidence to show that frequent attendance increases the probability of a good outcome and attendance offers one of the more effective routes for formative feedback.
2. Some classes are compulsory because they represent part of the assessment of the programme; this is always indicated in the module handbook.
3. Some timetabled classes take the form of planned educational visits to local business, enterprises and field sites. Attendance at field visits is encouraged for the following reasons:
 - i. the visits provide significant educational and applied learning opportunities;
 - ii. the hosts for such visits often provide placement and employment opportunities for RAU students;
 - iii. many such visits are offered to the university pro bono or at heavily discounted rates, and the continued goodwill of hosts is important for the quality and sustainability of many programmes.
4. The University has an automated attendance monitoring system which enables students to register their attendance by “swiping” their ID card on the reader. Registering attendance is entirely voluntary (for non-Tier 4 students) and there is no sanction for not registering. However, all students are encouraged to register attendance for the following reasons:
 - i. any student whose attendance is 90% or more (after allowance for accepted mitigating circumstances) will receive an certificate of attendance from the university which can be used as part of their portfolio when applying for jobs or placements;
 - ii. students may use their attendance record as one line of evidence in any academic appeal;
 - iii. changes in attendance pattern may be used as an early warning of a student experiencing difficulties and may trigger intervention through the personal tutor scheme.
5. The University has a policy of not setting coursework deadlines or holding assessment sessions during the RAG week. All other timetabled classes run during RAG week and there are no exemptions from the expectation of attendance at timetabled classes during RAG week.
6. From time-to-time, the University organises extra-curricular lectures and seminars by outside speakers and guests. These are not usually a formal part of any programme, but students are encouraged to attend those events that are of interest.
7. UK immigration legislation requires the holders of Tier 4 visa to register their attendance formally at the University. The procedure for recording attendance by Tier 4 visa holders is described in the [RAU Attendance Policy for Tier 4 Students 2018](#). This procedure is an additional requirement for Tier 4 visa holders; failure to comply with it could place students and the university in breach of UK immigration legislation.

DWH / ST / MS

21 Feb 2017