

Student Attendance Policy 2024/25

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1. Introduction and Purpose

- 1.1 The Royal Veterinary College (RVC) is committed to providing a supportive environment for students and providing students with the opportunity to succeed to the best of their ability. The [RVC Charter](#) expects students to be committed to, and exercise responsibility for their own personal, academic and professional development.
- 1.2 One way the RVC can support students is by encouraging attendance at teaching and learning activities on their chosen programme of study. There is a strong link between student attendance and students acquiring the knowledge and skills they will need to succeed.
- 1.3 Additionally, the RVC is required to demonstrate to the United States Department for Education and UK Visas and Immigration that all students studying at the Royal Veterinary College in receipt of a US Government Federal Loan or those on a Student Route Visa are adequately attending their studies.
- 1.4 This document is to be read in conjunction with the [Attendance and Engagement Policy for Students in Receipt of US Federal Loans or Studying in the UK under a Student Route Visa](#).

2. Who does this policy apply to?

- 2.1 This policy applies to all students studying at the Royal Veterinary College. "All students" includes students enrolled on taught undergraduate courses, taught postgraduate courses and postgraduate research programmes (including distance learning programmes where appropriate). It also includes students taking modules at the RVC as part of a collaborative partnership or exchange, including Study Abroad programmes.

3. Attendance expectations

- 3.1 Our [General Regulations for Study and Awards](#) sets out general expectations for all students to engage fully with their programme by academic attendance as appropriate to their programme.
- 3.2 Assessment points are an additional opportunity for the RVC to feel confident a student is adequately engaged.
- 3.3 Students attending the RVC from other UK HEIs and those following study abroad programmes coming to the RVC, will also be expected to engage fully with their programme by academic attendance as appropriate to the programme.
- 3.4 Students attending other UK HEIs or taking part in a study abroad programme away from the RVC will be covered by the host institution's attendance policies and procedures. The staff at these institutions will be expected to inform the Head of Course Support (at the RVC) if a student's attendance falls below expected levels or there are concerns about a student.
- 3.5 Resitting students who are dormant (not enrolled) pending resit will be expected to attend according to their return to study plan agreed with the RVC. Students required to

attend modules for resit will be expected to engage fully with their programme by academic attendance as appropriate to their programme.

4. Absence and other difficulties

- 4.1 For students on taught courses who miss compulsory teaching, deadlines or exams due to illness or other unforeseen circumstances Academic Registry will need to be informed. Students are required to complete either a Medical Self-Certification Form (for illness) or a Variation Absence Form (for non-medical or pre-approved absence). These forms can be found on ["RoVeR"](#), the Registry Information System Portal, or in the General Handbook information on Learn, found here: [General Handbook](#).
- 4.2 All other students should use the procedures outlined in the relevant Code of Conduct (for postgraduate research students, interns and residents) to let the appropriate team know as soon as possible of requests to be absent from study; information is [available here](#).
- 4.3 The [Advice Centre team](#) offers advice, information and guidance to all students.

5. Deferral of assessment or examinations

- 5.1 Extensions to submission deadlines or authorised absences from in-course assessments may be granted for reasons relating to unforeseeable and uncontrollable situations such as, but not limited to, illness and close family bereavement.
- 5.2 Students should follow the "Deferral of Assessment" procedure as outlined on their LEARN course pages (taught course students) or relevant Code of Conduct (for postgraduate research students, interns and residents) to let the appropriate team know as soon as possible of requests to be absent from assessment.