



Student Conduct and Attendance Policy

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Version: 1.0 | Effective Date: 6-Nov-25 | Next Review Due: 6-Nov-26

1. Purpose

This policy sets out the expectations for student attendance, engagement, and conduct for students enrolled in UAC's Foundation Programme delivered under the NCUK pathway. It ensures a consistent, fair and transparent approach to managing attendance and behaviour, supporting students in achieving their academic potential, whilst safeguarding the integrity of the programme in line with NCUK standards.

2. Scope

This policy applies to all students registered on the Foundation Programme at UAC who are studying under the NCUK / UAC arrangement. It complements other documents such as the Student Handbook, Academic Misconduct Policy, Disciplinary Policy and the Attendance Monitoring Policy.

3. Attendance Requirements

- Students are expected to attend all scheduled classes, tutorials, workshops, labs and other learning activities as set out in the timetable.
- Attendance will be recorded at every session.
- Students should arrive on time and remain for the duration of each learning session unless otherwise authorised.
- Absence from sessions may only be authorised in advance or in exceptional cases (e.g., medical illness supported by a certificate).
- If students fail to meet attendance thresholds or engage regularly, UAC may take action, which could include withdrawal from the programme.
- Prolonged or unauthorised absence may result in no allowance for missed work, forfeiture of certain rights (e.g., reassessment eligibility) or removal from the programme.

4. Engagement & Academic Progress

- Beyond presence in class, students are expected to participate actively in discussions, complete set tasks, submit assignments by deadlines and prepare for assessments.
- Regular monitoring of progress will be carried out by tutors and programme staff; students may be required to attend meetings, reflect on progress and follow improvement plans.
- In line with NCUK practice, cases of non-submission, missed deadlines, repeated lateness or low engagement will trigger support interventions or disciplinary measures.

5. Conduct & Behaviour

Students must adhere to standards of professional behaviour, integrity and respect in all interactions with staff, peers and the institution.

Prohibited behaviour includes (but is not limited to):

- Disruptive behaviour in class or online learning environment
- Harassment, bullying or discrimination of any kind

- Academic misconduct (cheating, plagiarism, collusion) — see UAC/NCUK Academic Misconduct Policy
- Theft, damage or misuse of UAC property, IT systems or other students' work
- Misrepresentation of identity, forging records, falsification of documents

The consequences of misconduct may include warning, suspension, removal from the programme, reporting to awarding body (NCUK) or, for more serious cases, referral to legal authorities.

6. Attendance Monitoring & Intervention

- The programme team will monitor attendance and participation on a regular basis.
- Where attendance falls below [insert threshold, e.g., 80%] or there are patterns of lateness/absences, the student will be asked to attend a Support & Review Meeting.
- If no improvement is seen following support, a Final Warning may be issued, after which the student may be withdrawn from the programme — in which case no refund (or only partial refund) may apply as per the Refund Policy.
- Students must inform UAC promptly of any reason for absence and provide supporting evidence where required (e.g., medical certificate). Failure to do so may render absence unauthorised.

7. Withdrawal due to Non-Attendance or Conduct

- If a student fails to meet the attendance or conduct expectations set out, UAC reserves the right to withdraw the student from the programme.
- Withdrawal for non-attendance or misconduct will be considered as a voluntary withdrawal from the programme, and the applicable Refund & Withdrawal Policy will apply.
- UAC may report student status to NCUK or other relevant partners if required under the awarding body's regulations.

8. Roles & Responsibilities

- Students are responsible for attending all sessions, engaging with the programme, submitting work on time and behaving appropriately.
- Tutors & Programme Staff are responsible for delivering sessions, recording attendance, identifying issues early, supporting students and escalating concerns.
- Academic Manager / Programme Director is responsible for the overall enforcement of this policy, initiating attendance or conduct reviews and making decisions regarding withdrawal where necessary.

9. Policy Review

This policy will be reviewed annually (or sooner if required) by the Academic Director in consultation with the Quality Assurance team, to ensure alignment with NCUK guidelines, regulatory requirements and institutional needs.