THE GLASGOW SCHOOL OF ART

STUDENT ABSENCE POLICY

POLICY DETAILS:

Date of approval	6 May 2016
Approving body	Academic Council
Supersedes	
Date of EIA	7 April 2016
Date of next review	See Departmental Schedule
Author	Academic Registry
Responsible Executive Group area	Registrar and Secretary
Related policies and documents	GSA Code of Assessment Student Attendance Policy
Benchmarking	

This purpose of this policy is to provide guidance to all undergraduate and postgraduate taught students on GSA's policy on absence. It provides information on what constitutes an absence, how report it and what information you may need to provide. It is written to support students in their studies and to reduce the impact of absence on their ability to succeed.

1. **Definitions**

    I. **Programme Leaders:** Throughout this document reference is made to contacting your Programme Leader as they have overall responsibility for all students who enrol on their programme. In practice at GSA, students may find that their first point of contact during the course of their studies will be another member of staff, for example, a Head of Department, Stage Leader or Year Tutor. In relation to this policy, the term *Programme Leader* may be taken to reference the Head of Department, Stage Leader or Year Tutor. Clarification regarding your first point of academic contact will be provided at your programme induction.

    II. **Learning and Teaching Session:** GSA expects students to attend all learning and teaching sessions associated with the programme to which they are enrolled. Learning and teaching methods for each programme and component courses are set out in Programme Specification documents. Examples of learning and teaching sessions include (but are not confined to): lectures, seminars, workshops, tutorials, studio work, field trips and placements.

    III. **A Working Period:** is any teaching or revision/assessment period. For undergraduate students this may be a term. For students engaged in project work or field work it is for the duration of that engagement which is not declared a holiday.

    IV. **Students are absent:** if they do not attend:

          i.   any learning and teaching session that is part of their programme of study;
          ii. an examination or other interaction that is part of a summative assessment;
          iii. part of any working period.

    V. **Authorised Absence** is an absence that has been notified by the student and approved by the Programme Leader.

    VI. **Unauthorised Absence** is an absence that has not been approved and the reason for non-attendance is unknown.

2. **Attendance Requirements**

    All students should familiarise themselves with the GSA Student Attendance Policy which provides information on the required level of attendance, what constitutes unsatisfactory attendance and guidance on the procedures in place if students do not attend.

3. **Notification of Absence**

   Students must notify their Programme Leader of an absence for it to be considered an authorised absence. If notification is not provided then it will be considered an unauthorised absence.

   I. **Planned Absences**
      Notification of a planned absence should be provided in advance. Examples of a planned absence include attendance at a funeral or representing GSA at a formal event.

      The student should complete a Student Absence Form and submit this to their Programme Leader for approval.

   II. **Unexpected Absences**
      Where advance notification is not possible, for example, in the event of an illness, the student must inform their Programme Leader as soon as practically possible.

   III. **Evidence of Absence**
      When notifying an absence, students should provide appropriate evidence as detailed below:
      i. For an absence of more than seven consecutive days, a Medical Certificate, or other appropriate documentation must be provided.
      ii. For an absence of any duration which prevents attendance at an examination, formal learning and teaching session or submission of an assignment a Medical Certificate, or other appropriate documentation must be provided.
      iii. For an absence of less than seven consecutive days, providing the absence has been reported to the Programme Leader, a self-certification is required.

4. **Periods of Absence**

   All student absences, both authorised and unauthorised will be recorded by the relevant department. Students who fall below the required attendance level will be given a formal warning as stated in the Student Attendance Policy, highlighting their absence and any necessary action required.

   If a period of absence results in missing a summative assessment, for example, an examination or a deadline for submission of work, the circumstances will be dealt with under the GSA Code of Assessment.

5. **Student Support**

   Support and guidance in managing issues and circumstances that may contribute to absence is available from tutors at programme level and from GSA Student Support Services.

6. **Links to associated documents and web pages**

   GSA Attendance Policy (http://www.gsa.ac.uk/media/1255901/Student-Attendance-Policy.pdf)
   GSA Code of Assessment
   (www.gsa.ac.uk/media/1149272/GSAs-Code-of-Assessment-2015-16.pdf)
   GSA Student Support Services (http://www.gsa.ac.uk/life/student-support-services/)