

Attendance Requirements

The normal expectation is for 100% attendance. You MUST provide documentary evidence for reasons of non-attendance. Attendance is monitored and you will be required to sign a register for each class/session and each day of the practice placement. In order for you to reach your potential it is essential for you to **engage with all aspects of the programme**, therefore you are expected to attend all taught and practice elements of the programme. The engagement of all aspects of the programme is essential for success.

This is a programme that incorporates a professional as well as an academic award. You have a responsibility to fulfil both your academic and professional obligations. Part of this obligation relates to attendance. You are expected to attend **100 % of all taught and clinical aspects of your programme**. Failure to attend a significant proportion of both components may mean that you would be ineligible to undertake summative assessment for a module. It may also have implications for successful completion of the programme. Should this occur, the implications will be discussed with relevant Module Leaders and the Programme leader through appropriate University procedures (e.g. Unsatisfactory Student Procedure). You are referred to the Taught Student Handbook for unsatisfactory student procedures.

Your attendance is monitored through the use of registers, clinical records and the School of Medicine's absence reporting facility. Module leaders inform the Programme Leader of repeated absences and this is followed up pro-actively by the Programme Leader. Failure to attend can have serious implications to your continuation on the programme

Making up hours

If you miss components of the module that involve practice, you must seek advice from the module leader.

You may not be able to make up these extra hours by working holidays, days off, extra hours or extra weekend work during the module.

Cumulative absences which exceed the prescribed level for programmes leading to registration will have to be made up at the end of each academic year. Completion of the programme will therefore be delayed.

Making up Practice Hours

It is important that your attendance in practice is monitored to ensure that the required practice hours set by the professional body are completed. Practice staff will keep a record of your attendance in order to verify the record you keep in your Practice profile. There is a requirement for Cardiac Physiology students to undertake a defined number of practice weeks. Where days have been missed through, for example, sickness, you will be required to achieve them to complete the required hours. This will normally be done at the end of any progression point in discussion with

your programme leader. All practice hours are required to be completed prior to progression. You should not 'cram' hours of practice to achieve your total practice hours but any outstanding hours should be planned to ensure the safety of service users and the student. Details can be found in practice protocol on the VLE.

Reporting Absence

Absence

If you are going to miss a class you need to let us know or you will be marked as absent. To do this, log into the student Portal and in the middle of the screen (at the top) there is a box called "Taught Student Updates". Instructions on what to do in the event you have to miss class are then provided for you. Please take a look and learn how to notify us of any absences. **You must inform the Module Leader if you are ill.** If you are absent from your module for more than 2 consecutive weeks you must contact the Module Leader as your absence may affect your ability to proceed with the module. You should retain copies of all sick notes/doctors notes as these will be needed to support an extension request or as evidence of mitigating circumstances

For students on professional registration programmes the normal requirement is for 100 % attendance. Otherwise, students are unable to demonstrate that they have fulfilled the objectives and assessment requirements of the programmes/modules required by the professional body.

If at any point during the course you are unable to attend a scheduled shift on a placement, you should contact your placement area (by 9am on the day of absence) and self-certify your absence via MINERVA. Please state the length (number of hours) of the shift you have missed. As stated above, you must then contact the module lead to report your missed hours. You will be required to make up these hours.

Students should also self-certify absences via the Portal <https://leedsportal.leeds.ac.uk/>. They must do this for any absence from the University.

Absence due to illness - If you are ill for more than seven days (including Saturday and Sunday) you must provide a medical certificate completed by your doctor, which should be handed in to your Support Office.

If you are ill for less than 7 days on more than one occasion, and the absence between these illnesses is less than 14 days (including Saturday and Sunday), you must provide a full medical certificate from a doctor.

A full medical certificate from a doctor or hospital is required to justify absence from an examination or late submission of an assignment. It must be submitted within 7 days.

In addition to the procedures detailed above, there may be specific requirements associated with your programme of study. Check and if there are please make sure that you follow them.

As already stated, it is most important to note that all absences from University examinations or assessments because of illness must be supported by a medical certificate. The certificate must state the nature, severity and duration of the illness in relation to the absence. You must give the appropriate certificate to your Support Office within 7 days. Otherwise you may be considered absent without good cause and will then be deemed to have failed the examination.

The School has to keep all doctor's notes, medical certificates and letters from students about sickness and other absence. They are recorded and filed so that we have relevant information when we are considering any problems regarding examinations and assessments. We also use them to keep clinical placements informed, to complete your record of training for the professional bodies and for writing references.

These guidelines give specific guidance for BSc Healthcare Sciences (Cardiac Physiology) students. They need to be considered alongside the guidelines in the Taught Student Guide.

Register with a GP - Students moving to the area are advised to register with a local doctor. The Leeds Student Medical Practice, which is near the campus, covers Leeds postal districts 1-7 and all Leeds halls of residence. The address is 4 Blenheim Court, Blenheim Walk, Leeds LS2 9AE, ☎ *61095 (internal) or ☎ 0113 295 4488.

Non Attendance

If you do not meet the attendance requirements you will normally be required to step out of the programme/module and will not be eligible for assessment of the module. You may be allowed to repeat it when it is next offered.

You will be required to meet your module/programme leader to explain non-attendance, and will be required to provide evidence.

The reasons for non-attendance and the amount of time missed will be taken into account in making decisions. The following are examples:

- medically certified sickness
- personal issues
- health issues involving referral to Occupational Health
- unauthorised absence – this could have consequences for your progression on the course and may result in the unsatisfactory student process being invoked.

Holiday Arrangements

You may not take holidays during the University Semester or when you are on clinical placement.

An academic calendar specific to Cardiac Physiology will be placed on Minerva. Any annual leave taken at these times will be recorded as unauthorised absence and may affect your progression / graduation.

Annual leave is identified on the academic calendar; these are the only permitted times to take annual leave.

There are a number of Bank Holidays and University closed days when the University will be closed. Whilst on placement you will not be expected to work on Bank Holidays.

Professional Body Registration upon Completion

Graduates who have successfully completed the programme and obtained a BSc (Hons) Healthcare Science (Cardiac Physiology) degree are able to register as a Cardiac Physiology Practitioner with the Academy of Healthcare Science. Registration is encouraged because it shows the practitioner's commitment to meeting and maintaining standards of education, competence and conduct. It is often a requirement for employment

Please note, if a student exits the course with an exit award they are not eligible for registration. Only students exiting with a BSc (Hons) Healthcare Science (Cardiac Physiology) degree are eligible to apply for registration

Finance

This programme is not eligible for any NHS bursary and is not HEFCE funded, students need to ensure that fees are paid on time.

You are not required to pay for materials produced by the University to support your studies, e.g. worksheets, module handbooks, reading lists, etc

For UK students, travel costs and additional accommodation costs necessary to allow attendance at clinical placement *should* be available such that **contributions** to travel expenses and accommodation (where commuting is deemed impractical), will probably be provided.

We suggest that you take full advantage of any advance fares or subsidised travel/accommodation to make this contribution more cost effective.

It is **your responsibility to spend this money wisely and ensure it lasts you for each semester**. If you are unable to attend placement due to lack of funds, this may be considered under professional conduct and may affect your progression into next year or when you can graduate.