

## Attendance Requirements

The BSc (Hons) Diagnostic Radiography Attendance policy will be provided separately.

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.**

### Attendance

The Radiography programme is approximately 40% clinical and 60% theory. Attendance in both the theoretical aspect and the clinical department is a vital component of the course, this cannot be emphasised enough. It is important that your time in clinical is maximised to the full in order for you to develop your learning and emerging clinical radiographic skills. Attendance in both lectures and clinical will be strictly monitored and any time due to absence may have to be worked back. For any student where attendance is consistently poor they will be seen by the module leader and/or programme leader. If attendance fails to improve you will be placed on the unsatisfactory students procedure.

### Making up hours

If you miss components of the module that involve practice, you may not 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 the programme. 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 for the course are completed.

If you are unable to attend your placement, for example due to sick leave or compassionate leave, you may be required to make up the practice hours you missed. You must discuss with your practice educator/clinical tutor when and where these hours are to be made up; you must not make any local arrangements with the practice area. This means that your Clinical Coordinator can keep track of the practice hours you have completed and can be sure that you do not exceed the hours you are permitted to work in an attempt to make up hours straight away.

Attendance is vital for you to reach your potential. When reviewing previous module results it can be demonstrated that there is a correlation between student attendance and engagement with formative assessment and their subsequent performance for their summative assessment. This has

been demonstrated in a study Carrillo-de-la-Pena et al (2009 in Weurlander et al 2012) where students who took part in the formative assessment had higher summative assessment marks compared to those students who did not take part. In the clinical areas you are exposed to invaluable learning opportunities missing these will have a detrimental effect on your practical and professional development.

Your attendance is monitored through the use of registers, clinical records and the School of Medicine's absence reporting facility. Module leaders and SOMARCS inform the personal tutor of the repeated absences and this is followed up pro-actively by a meeting with your personal tutor in the first instance, and then by the Programme Leader on subsequent episodes . Failure to attend can have serious implications to your continuation on the programme.

Clinical placement attendance is monitored carefully with the use of weekly formative feedback forms where a member of staff working with you signs each day confirming you are present. Clinical colleagues liaise with practice educators /clinical tutors, and any repeated absences are reported to the clinical co-ordinator.

The School's regulations regarding your eligibility to sit an assignment complies with the University regulations. Should you not meet one or more of these criteria, a decision would be made as to the most appropriate method of enabling you to meet the assessment and hours requirements. This would take into account the relevant circumstances and would involve some or all of the following people or groups: Programme Leader, student, personal tutor and the School of Medicine Undergraduate Mitigation Committee.

## 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 Minerva and self certify.

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 should you be 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 and use the self certification service on Minerva.

**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 Radiography 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. Specific requirements for optional or elective modules will be included in programme regulations.

You will be required to meet your personal tutor/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

Holidays may only be taken at the prescribed times, please refer to the annual time-table: Holidays normally occur:

<b>Christmas</b>	2 weeks including Bank Holidays
<b>Easter</b>	2 weeks including Bank Holidays
<b>May Day</b>	1 day
<b>Spring Bank Holiday</b>	2 days
<b>August Bank Holiday</b>	2 days
<b>Summer</b>	4 weeks holiday allocated in weeks 48 -51.

## Professional Body Registration upon Completion

Successful completion of 110 level 1 credits, 110 level 2 credits : In order for a student to progress to each year in years 1 and 2 and pass the degree overall, the discovery modules are not counted as essential. Therefore 110 credits rather than 120 are needed to progress between years 1 and 2.