

Student Attendance Policy/Procedure

Students need to abide by the Attendance policy as stipulated in the Rules and Regulations. This is monitored by signing the respective attendance sheets, which are kept at the Registry for necessary actions.

Extract from RBS Rules and Regulations (Updated Sept 2016):

Attendance

- 4.3 Attendance is an essential requirement for all programmes of study, full or part-time. All students are required to attend all learning and teaching sessions associated with the programme of study on which they are registered.
- 4.4 Course coordinators are empowered to authorise short absences for personal reasons, but requests for absences of more than one week must be explicitly approved by the School, and will only be granted if the student concerned takes full responsibility for the completion of outstanding academic work.
- 4.5 Timetables are organised based on the availability of teaching resources. Classes may be held on weekdays during the day or evening, and on weekends.