

## UCL Attendance Requirements for UG and PGT Students ([Academic Manual, Chapter 1, Section 4](#)):

1. UCL's minimum attendance requirement is 70% of teaching and learning events. Departments may stipulate a higher percentage and additional requirements where appropriate.
2. Students whose attendance falls below the attendance requirements are ineligible for summative assessment.
3. Undergraduate students must meet UCL's minimum attendance requirements during term-time (designated teaching and examination weeks). Outside of term-time, there is no requirement for students to be present on campus or to apply for authorised absence.
4. Taught Postgraduate students must meet UCL's minimum attendance requirements during term-time (designated teaching and examination weeks). During the summer vacation, students are expected to be studying for their dissertation and to be based at UCL or, if not, to apply for Study Away from UCL. Departments may stipulate additional requirements where appropriate

### Further guidance (from [Academic Manual](#)):

1. [Chapter 1, Section 7: UCL-Student Relationship Guidelines](#) further defines the requirements of students whilst studying at UCL.
2. [Chapter 1, Section 4.4: Authorised Absence](#) describes the procedures in place for students who are unable to attend lectures, seminars, tutorials and other teaching and learning events due to short-term illness or other extenuating circumstances:
  - Students are expected to inform their departments **within 48 hours of any absence**;
  - **absences of up to seven days** can be self-certified and approved by the Departmental or Maters Tutor;
  - **absences of up to fourteen days** require medical or other supporting evidence and faculty approval;
  - **absences of more than 14 days** require the approval of the Vice-Provost (Education).
  - UCL cannot authorise absences of over 60 days for Tier 4 visa students under any circumstances.
3. [Chapter 1, Section 4.5: Study Away from UCL](#) sets out how to apply for Study Away from UCL.
4. [Chapter 4, Section 7: Extenuating Circumstances](#) describes the procedures in place for students who are unable to attend an examination or submit a piece of work for summative assessment due to illness or other extenuating circumstances.
5. [Chapter 4, Section 4.6: Interruption of Study](#) describes the procedures in place for students who are unable to attend for an extended period of time.
6. [Chapter 1, Section 9: Learning Agreements, Barring, Suspensions and Terminations of Study](#) describes the procedures in place for students who fail to meet the minimum attendance requirements or who are absent without authorisation.