

Non-attendance Policy

All of our appointments, events and programmes are in high demand and are often fully booked. In addition to allocating staff time to deliver these we spend a lot of time sourcing employers and speakers for events and careers fairs, and as mentors. In order that we deploy our resources to best support all of our students we ask that you act in a professional manner at all times, maintain your commitment to programmes you have registered for and attend bookings you have made, as far as is reasonably possible.

If you fail to attend three appointments/events during one semester, we reserve the right to revoke your use of the Careers Service for a period of 30 days. Please see further details on attending appointments and events below.

Appointments

At peak times we know it can be difficult to get an appointment. We also understand that university life can be busy and unpredictable and that sometimes you are not able to attend an appointment that you have booked. Please make every effort to either attend, cancel at least an hour in advance so that we can support another student or let us know as soon as possible afterwards to explain your situation.

Please try to be on time. If you are more than 5 minutes late we will offer you the opportunity to rebook but you will be marked as having not attended. If you are running late or cannot attend please cancel online or call us before the appointment time to let us know.

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Events

Many of our events involve employers voluntarily giving their time to support students and some employers may choose to reschedule or not travel to campus if sign up is low. If you have booked please make every effort to either attend, cancel 48 hours in advance so that we can offer your place to another student or let us know as soon as possible afterwards to explain your situation.

Please try to be on time. If you are more than 5 minutes late we may not be able to let you attend and you will be marked as having not attended. If you are running late or cannot attend please cancel online or call us before the event time to let us know.

Reinstating your use of the Careers Service

If your use of the Careers Service has been revoked and you need support please contact us. We understand that combining university with other commitments is not always easy and while we must ensure we have policies like this one to be as fair as possible to all students, we do want to understand your situation and to support you as best we can.

Please contact us if you have any questions relating to this policy.

