



QUALITY ASSURANCE DOCUMENT QA 71 – RELIGIOUS OBSERVANCE POLICY

1. This policy covers aspects of religious observance related directly to student teaching, learning and assessment and should be read in conjunction with QA25 Equality and Diversity policy.
2. The University is committed to accommodating religious observance and will make every reasonable effort to avoid timetabling assessments or other compulsory activities on major religious festivals. Students should be aware that there may be occasions on which this is not always possible.
3. It is the student's responsibility to inform their Student Support Co-ordinator at the earliest possible opportunity if religious observance will affect their ability to participate in any scheduled teaching sessions or assessment/examinations. Every effort will be made to accommodate religious requirements, however, if no reasonable alternative can be found, the University may reserve the right to hold assessments and examinations on any day during the assessment period.
4. If religious observance means that a student will miss scheduled teaching activity, the student will be required to make their own arrangements to catch-up on any work missed.
5. Assessment deadlines will not be extended to allow for religious observance and students must schedule their work accordingly.

Policy Name:	Religious Observance Policy
Policy Reference:	QA71
Approval Authority:	Quality and Standards Committee
Last Approved:	May 2019
Responsible SMT Lead:	Academic Registrar
Responsible Department:	Academic Affairs
Policy Contact:	Joanne Walker, Head of Quality (jwalker@arden.ac.uk)
Review Frequency:	3 years