

## *Attendance & Expectations Policy for Appointment, Events & Activities*

**To access our appointments and events, you must register in advance.**

*This statement should be read alongside the [King's Community Charter](#) which confirms our collective ambitions for an institutional inclusive and engaging culture across all aspects of University life.*

*Arising matters of misconduct will be dealt with under the [Non-Academic Misconduct Procedure and Process](#).*

Our appointments and events are in high demand, and for many activities we limit numbers based on event capacity or to manage discussion, engagement and learning between participants or with employer expectations.

This applies whether events take place physically, or virtually.

**It is important that you register in advance to secure your space.**

- Booking for most appointments opens 48 hours prior to the appointment start time.
- Booking for most events opens at 07:00 BST/GMT, two weeks prior to the date of the event

*Some exceptions may apply, for example our #MyNextSteps series of core workshops where we open booking for a full term of events at the start of each term to allow you to book events across a series together.*

We may also oversubscribe events by up to 50% to ensure maximum attendance and this is clear on all event listings hosted by King's Careers & Employability.

Understandably, University life is busy and there is much going on, whether you are studying with us in person or remotely, so remembering to attend appointments and events can be difficult.

To that end, you will receive regular reminder notifications from us also. However, we also appreciate that circumstances can change - if you are unable to attend, please make every effort to cancel well in advance so that your place can be offered to someone else.

*A booking confirmation will be sent to users' King's email address (current students and researchers) or your personal address (recent alumni) upon booking an event or appointment and an automated reminder will be sent to booked users 24 hours ahead of the start time of the event or appointment through King's CareerConnect.*

### **Digital Accessibility**

- Our appointments and many events will use MS Teams and we have worked hard to make our interactions as accessible as possible when using digital platforms and systems.
- Where held virtually, Careers Fairs are hosted directly on the King's CareerConnect platform, with participants provided full details on how to engage ahead of the event.
- Please review the [guidance from Microsoft](#) to maximise your experiences, together with King's own [guidance for teaching, learning and assessment](#).

### **Worried about your virtual background?**

We all want to present the best impression when we're on webcam, but sometimes our background lets us down! On most video software, it's possible to 'blur' your background, use a pre-loaded virtual background or even upload your own.

King's has a set of [virtual backgrounds](#) available which can be downloaded and used in MS Teams – and perhaps provide confidence in your professional appearance, but feel free to utilise any background which makes you feel comfortable.

## Event timings

- All event timings are clearly advertised in advance and are based on UK time (BST or GMT).
- Most activities we run are scheduled for a maximum of 55-60 minutes, though you may find employers' own events are scheduled for different timeframes and may incorporate breaks throughout the session.
- We have made every practical effort to ensure our events and appointments run across different times of day, providing opportunities to engage around your timetable and, insofar as feasible, different time zones.
- Booking a space at our events signals that you are committing to attend for the full duration of the advertised times, whether this is in person or online\*.
- If, however you are unable to stay for the entire duration of the event, please discuss this with King's Careers & Employability staff in advance [via email](#). Alternatively, this can be discussed the beginning of the event in person or through the chat function.

\*excluding careers fairs and networking nights, where you can enter and exit across the full duration of the event

## Etiquette and expectations

- We expect service users to arrive promptly and advise being present five minutes before the scheduled start of an event, appointment, or activity in order that we can register participants in good time to commence the session.
- Please review the [King's Digital Education documentation](#) (pdf) to understand our expectations when engaging in our virtual activity such as webinars, panels or employer activity.
  - We will endeavour to cover core principles of this digital etiquette at the beginning of each session, including a reminder to mute yourself when not speaking.
- If you are participating in our activity where an employer or external party is present you should remember that you are ambassadors of King's College London:
  - We expect participants to give the attention to the event as you would in any of your teaching interactions
  - Be respectful of your own needs and interests, alongside those of others – your actions form part of the perception of King's and our service users amongst employers seeking to recruit from King's.
- If your webcam or microphone is switched on to participate in the activity, please avoid eating or drinking or distractions such as your phone or other media which you may have around you. This is to minimise the disruption to your fellow participants and our speakers.
- Employers acknowledge that our service users will be attending events or activities around their studies and potentially online from multiple locations – we advise you to dress as you would if attending an event on campus or a meeting with your Personal Tutor. There's no need to dress formally for appointments and events we run, but you may wish to review the advice on our [KEATS pages](#).
- If your network connection fails, we will endeavour to ensure you can continue to participate in the event once more by letting you back into the appointment or event at the earliest possible opportunity.

## Scanning for entry, Non-attendance & Lateness

- At events a member of King's Careers & Employability staff will be present to scan or permit virtual entry from five minutes before and up to ten minutes following the advertised start time.
  - For larger events, this will be a handheld scan of the barcode on your student ID card.
  - For other events, you may be prompted to confirm attendance by scanning a QR Code which the facilitator will share at the beginning – and end – of the event both on the screen and often as a printed poster in the room.
    - Where this is not available, if you arrive more than **10 minutes late** for an appointment or event (excluding fairs without specific timeslots), you will normally be marked as absent and you may not be able to participate in the activity.
    - The facilitator(s) of the activity may use their discretion in deciding whether to allow you to participate, or whether to record you as being absent from the activity.
- If not marked as attended, this lateness will also count towards your total absences.
- If you fail to attend three events and/or appointments during a term, we reserve the right to revoke your online booking privileges for a period of **30 days**.
- For employer events where there are a very limited number of spaces available or you book an individual time slot (e.g. our Action Essentials series or Employer Speed Meets) failure to attend will result in your online booking privileges being immediately revoked for **30 days**.
- To avoid having your online booking privileges revoked, please ensure you cancel your appointment/space at an event **at least 2 hours** prior to the start time, by [logging into King's CareerConnect](#) and viewing your upcoming events. After this point, failure to show will count as an absence.
- If your online booking privileges have been revoked and you wish to book further appointments or events prior to the end of the 30-day period, you must [email our Associate Director \(Student Careers Engagement\)](#) to discuss this reinstatement of your booking.

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## Misconduct or Inappropriate Behaviours

As members of the King's community, service users are expected to adhere to the regulations, procedures and policies of the University, to show respect for the persons within and for the property of the King's community, and to behave in a way that does not interfere with the proper functioning or activities of the University.

Where there is reason to believe that the behaviour of a service user falls below the expected standards, as set out below, and/or where regulations, procedures, and/or policies have been broken, as outlined below, the University Misconduct Procedure will be instigated.

The Procedure extends to alleged misconduct by a student or researcher occurring on or off University premises (including via electronic means, such as email and social media and online teaching such as lectures and seminars) where the alleged victim is the University itself, a member of the King's community, or a visitor to King's.

Details of the disciplinary offences which may be brought under this Procedure are available in Guidance, but include offensive or abusive behaviour, damage to property, unauthorised use of property and reputational damage.

Service users who are not currently enrolled students\* or researchers will be sanctioned at the direction of the Senior Associate Director (Careers & Employability).

\*This includes dormant or interrupted students

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All instances of the above will be reviewed on a case-by-case basis by King's Careers & Employability. Please contact us if you have any questions relating to this policy.

## Updated: November 2023

*King's Careers & Employability is a member of the Association of Graduate Careers Advisory Services (AGCAS) and as such upholds their codes of best practice in graduate recruitment.*