

## **College of Science and Engineering**

### **Non-attendance monitoring: Guidance for students**

From the start of Semester 2 in the 2009/10 session, the University is introducing more formal procedures for monitoring the non-attendance of students at designated points in their programme of study. This applies to all students: undergraduate, taught postgraduate, research postgraduate; home/ EU and international.

#### **Why are we monitoring non-attendance?**

All Schools already have some procedures to identify where students are not attending. We now wish to have more formal and consistent procedures across the College so that we can be sure we can identify problems early. This will enable us to offer timely academic or pastoral support for all students. It will also clarify the actions that the University should take if the pattern of non-attendance shows that a student is not engaging with the programme of study. It will also help ensure that the University meets its statutory obligations in terms of its sponsorship of international visa students.

#### **What do we mean by non-attendance?**

The designated points for monitoring of non-attendance will include registration; scheduled meetings with Director of Studies / Programme Director / Supervisor; and any formal examinations. The other points will depend on the nature of the programme of study and will be determined by the School. These may include: laboratory classes, small group teaching sessions (e.g. tutorials, seminars), hand-in of assessed coursework; or submission of interim dissertations or reports.

#### **What do students need to do?**

These procedures should not affect your studies, but they do mean that you should always tell someone in the School if you are going to miss a meeting with your Director of Studies or Supervisor, or if you are going to miss a tutorial or lab, or if you are going to miss a deadline for handing-in of coursework, or if you are going to miss an exam. If you are ill, or have special circumstances, then you must tell the School as soon as possible. Your School may have specific procedures for notification in which case you must follow these.

#### **What happens if I do not attend?**

The School will monitor your attendance and if there is a pattern of non-attendance that gives cause for concern the School will contact you and your Director of Studies / Supervisor to see if there is an explanation (such as illness etc.). It is essential that you respond promptly to such contact by the School – you must check your University e-mail address regularly. The University has a range of academic and pastoral support services that can help you if you are in difficulties. If you do not contact the School there is a risk that you may be excluded from studies and, for international visa students, it may have serious consequences for your ability to remain in the UK.