Work and Attendance of undergraduate and postgraduate taught Students in the School of Mathematics

Introduction
Taught students of the School of Mathematics are normally expected to attend ALL lectures, feedback tutorials, feedback supervisions, workshops, seminars, computing laboratories and project/dissertation supervision, coursework assessments and advisor meetings held in connection with the programme on which they are studying.

Recording Attendance
The recording and monitoring of student attendance is a University requirement as stated in Regulation XX.

The School of Mathematics will use the following attendance points:

1) For undergraduate students in their first and second year of studies, attendance monitoring will take place during ALL feedback supervisions and feedback tutorials.

2) For undergraduate students in their third or fourth year of studies and postgraduate taught students, attendance will be monitored at random weekly lectures.

Students with unsatisfactory attendance will receive warnings in weeks 3, 5 and 9 of the semester.

3) All taught students of the School of Mathematics are expected to sit ALL examinations and coursework tests for their degree programme and to submit ALL coursework assignments by the deadline specified.

4) All taught students in the School of Mathematics are expected to attend ALL Academic Advisor Meetings.

Attendance at examinations, coursework assignments and academic advisor meetings will be recorded and students who are absent without good reason will receive warning correspondence.

Any absences which are supported by an appropriate Mitigating Circumstances Form and supporting evidence will not normally be counted towards the assessment of unsatisfactory attendance. (see your undergraduate or postgraduate programme handbook for further information - LINK).

The School will use attendance and coursework data to compile statistics and will inform progression decisions. This data will also be available in requests for special permissions (eg
repeat of year/interruption requests) and in decisions on allowing students to take resits (referred examinations).

In the case of persistent unsatisfactory work and attendance the following action will be applied:

First informal warning stating the actions the student is required to take in order to improve their attendance.

Formal warning stating that unless the student complies with the actions specified, a decision may be taken to refuse the student permission to take examinations or assessments, with the consequence that the student may be excluded from the programme. This will be followed by a compulsory interview by their Academic Advisor or Senior Advisor. Failure to attend this meeting may lead to immediate withdrawal from the University.

Final warning stating unless the student takes action stated in the formal warning the student will be notified of a withdrawal date and consequently withdrawn from the University.*

Students who have received a formal warning and have poor academic performance in semester 1 without mitigating circumstances may be withdrawn from the programme at this stage if they fail to improve their attendance.

Students who are absent from a continuous period of 30 days or miss an entire end-of-semester set of examinations without informing the School of any mitigating circumstances will be assumed to have withdrawn. Students will be notified of a withdrawal date and will be withdrawn from the University.*

Students who achieve a weighted average of 35% for undergraduates and 45% for postgraduates or less in their first semester examinations will be required to attend a compulsory interview with a senior member of Academic staff.

*Students studying under a Tier 4 visa permission should note that once a withdrawal has been completed on the University’s Student System, students will be reported to the UKVI and will be required to leave the UK within 60 days of their withdrawal date.