Work and Attendance of Taught Postgraduate Students in the School of Mathematics

Taught postgraduate students (i.e. those on MSc, PG Dip and PG Cert programmes) in the School of Mathematics are normally required to attend **ALL** lectures, tutorials and support classes, workshops, seminars and computing laboratories and supervisory meetings held in connection with the programme on which they are studying.

Absences supported by medical or other appropriate information will not normally be counted towards the assessment of unsatisfactory attendance.

Taught postgraduates of the School of Mathematics are also expected to sit **ALL** examinations and coursework tests for their degree programme and to submit **ALL** coursework assignments by the deadline specified. Any absences should be supported by a Self-Certification Form or a Mitigating Circumstances Form with supporting evidence.

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

- First formal warning letter stating the actions the student is required to take in order to improve their attendance.
- Second formal warning letter 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. The student will be expected to meet with the postgraduate administrator and their programme director to discuss their absence.
- Final warning letter stating unless the student takes action stated in the second warning letter within 2 weeks of receipt the student will be withdrawn from the University.*
- Students who are absent from a continuous period of 30 days or miss an entire end-of-semester set of examinations without good reason will be assumed to have withdrawn. Students will be notified of a withdrawal date and will be withdrawn from the University.*

*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.

Further information about work and attendance of students is given in Regulation XX – Work and Attendance of Students, which is available from the following website: