4. ATTENDANCE AND CHANGING YOUR DEGREE PROGRAMME

4.1 ATTENDANCE REQUIREMENTS

Undergraduates of the School of Mathematics are normally required to attend all lectures, feedback tutorials, feedback supervisions, workshops, seminars and computing laboratories held in connection with the undergraduate programme on which they are registered. Any absence from classes which is supported by medical or other appropriate information will not normally be counted towards the assessment of unsatisfactory attendance.

Undergraduates 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 deadlines specified.

If you are unable to attend classes or examinations, or meet the coursework deadlines, because of illness or other good cause, you should submit electronically a School of Mathematics Mitigating Circumstances Form and provide (whenever possible) supporting independent documentary evidence such as a Doctor’s Note or a letter from the Counselling Service. (See Sections 3.1 and 5.8 of this Handbook for further information about sickness and absence.)

For First and Second Year students, attendance monitoring will take place during all feedback supervisions and feedback tutorials. Students who miss more than two of these sessions will receive informal warning letters from staff in the School’s Teaching and Learning Office in weeks 4, 7 and 10 of the semester.

For Third and Fourth Year students, attendance will be monitored at random weekly lectures. Students with unsatisfactory attendance will receive informal warning letters in weeks 4, 7 and 10 of the semester.

The following courses of action will be taken in the case of persistent unsatisfactory attendance or unsatisfactory progress on the degree programme:

• 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.
• Compulsory interview by a senior member of academic staff or a senior member of the Teaching and Learning Office staff.
• Final warning letter stating that unless the student takes the action stated in the second warning letter, the student will be notified of a withdrawal date and will be withdrawn from the University.
• Students who are absent for 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 who achieve a weighted average of 35% or less in their first semester examinations will be required to attend a compulsory interview with a senior member of academic staff.

**Note:** For students holding a Tier 4 Student Visa, 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, which is downloadable from the website:


### 4.2 ATTENDANCE MONITORING CENSUS FOR INTERNATIONAL STUDENTS

International students under the Tier 4 Points Based Immigration System (PBS) will be contacted by the International Advice Team during Welcome Week. Students will be asked to provide a copy of their passport and visa documentation to comply with the UKVI requirements.

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the UKVI statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

If you are a Tier 4 visa holder, you must attend these attendance monitoring census points, in addition to complying with the School’s own attendance requirements. (See Section 4.1 of this Handbook for information about the School’s attendance requirements.)

**When are the census points?**

In the 2014-15 academic year, the attendance monitoring census points will be during the following periods:

- **29 September - 13 October 2014**
- **12 - 26 January 2015**
- **13 May - 3 June 2015**

Please note:

- If you are a new student, registration is your first point to confirm your attendance at the University and you will not be required to attend a further census point in October 2014.

- You will receive an e-mail from the School to confirm when and where you should attend to have your attendance confirmed. You **must** check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.
What if a Tier 4 student cannot attend a census point?

If you cannot attend in person for a valid reason such as illness or for reasons connected to your programme of study, you must e-mail the School at

mathematics@manchester.ac.uk

to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the School as soon as possible after you return to campus.

Students who are recorded as interrupting their studies are not expected to attend during their period of interruption.

What happens if a student does not attend a census point?

The School must be able to confirm your presence to the UKVI by the end of each census point in the academic year. If you do not attend a census point when required by your School and you do not provide a valid explanation for your absence you will be deemed to be “not in attendance”.

Those students identified as “not in attendance” will be reported to the UKVI and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days.

Further information on Tier 4 visas can be found at the website:

https://www.gov.uk/tier-4-general-visa

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact pbs@manchester.ac.uk

4.3 HOW TO CHANGE YOUR DEGREE PROGRAMME OR STATUS

The University of Manchester’s Undergraduate Degree Regulations are given in Appendix B of this Handbook (for First, Second and Third Year students) and Appendix C of this Handbook (for Fourth Year students). These Regulations give the formal progression rules. To progress from one year of the degree programme to the next, students have to satisfy the criteria given in the progression rules. Appendix B and Appendix C also explain the criteria that have to be satisfied for students to achieve the various degree classifications for the MMath and BSc Honours Degrees, as well as the requirements for the award of the BSc Ordinary Degree, the Diploma of Higher Education and the Certificate of Higher Education.

Occasionally, students realise that they have made a mistake in their choice of degree programme and wish to transfer to a different degree programme. Alternatively, students sometimes decide to withdraw from their degree programme or apply to interrupt their studies. The procedures to be followed by students in these situations are given below.