



## Faculty Policy on Attendance

The Faculty requires satisfactory attendance at classes as a minimum condition of completion of a Unit of Study. Attendance below 80% of tutorials/seminars without written evidence of illness or misadventure\* may be penalised with loss of marks. Departments must publicise local conditions and penalties in Unit of Study outlines, and apply them consistently.

Attendance at less than 50% of classes, regardless of the reasons for the absences, will automatically result in the student's case being referred to a Department examiners' meeting, which will deal with the case according to the procedures set out below. Students should be aware that non-attendance at 50% or more of classes without due cause is likely to result in them being deemed not to have fulfilled requirements for the unit of study; they thus run the risk of an Absent Fail result being returned.

Normally, attendance is *not* part of a participation mark, which is awarded for evidence of preparation of readings and exercises for tutorials or seminars, and active participation in classroom discussion and other activities. An extra mark is thus not awarded *solely* for attendance at such classes.

It is, however, recognised that different disciplines comprise different forms of participation, and so an extra mark could be awarded for attendance at, for example, fieldwork or internships, or participation in an E-learning activity (online "attendance"), if these comprise minimum requirements for completion of a Unit of Study. In such cases, full attendance would thus result in a 100% mark for that component of the Unit.

### **Note**

\* Examples of misadventure may include but are not limited to accident, sudden bereavement, transport strikes, or natural disasters.

## **Procedures for dealing with cases of absenteeism**

### **Responsibilities of students**

It is students' responsibility to contact Unit of Study Coordinators as soon as possible in the case of difficulties that interfere with their attendance and provide supporting documentation wherever possible.

### **Responsibilities of tutors**

UoS coordinators and/or tutors (as authorised by the Coordinator) should also attempt to contact students in cases of high-level absenteeism that may lead to missing more than 20% of classes overall, where the student is still registered as enrolled. Absenteeism may indicate a potential student at risk and it is important, if staff suspect that a student may fall into this category, for the case to be identified and dealt with in a timely manner. Records should be kept of steps taken and any student response.

### **Procedures for dealing with absenteeism of more than 50%**

The case of any formally enrolled student who is absent from 50% or more of classes will be automatically referred to the end-of-semester Departmental examiners' meeting for a determination as to whether the student should pass or fail the unit, or, if a pass is awarded, the level of penalty that should be applied.

Such cases must be dealt with in a consistent, equitable and transparent manner, and written records kept by the Undergraduate Coordinator or Chair of Dept.