Attendance Monitoring Withdrawal Process

This document outlines the process for withdrawing students due to poor attendance, in line with the Attendance Monitoring Policy and Academic Regulations.

The introduction of a new electronic attendance monitoring system enables up to date data of student attendance to be accessed by programmes.

Historically students with poor attendance were picked up and withdrawn at the University Examination Board due to a lack of academic progress and credits accrued. However, this often meant students were withdrawn late and as such were liable for part or full tuition fees for the year of study.

The Academic Regulations permit the University to withdraw a student not meeting the required level of attendance, dictated at University, Programme or UKVI level.

The Academic Regulation relating to this is below;

3. Attendance

3.1 Students are expected to attend all the University classes and School experiences, and to maintain an attendance level of at least 70%, or that dictated at programme level (whichever is the highest). Students who do not meet the required level of attendance and/or who are absent for 20 days or more in total without providing acceptable reasons to the Programme Director may have their programme terminated. Attendance requirements for Tier 4 students are covered in the Tier 4 Attendance Monitoring Policy.

This means that a student is at risk of being withdrawn if their attendance falls below 70% or they are absent for more than 20 days without providing a reason to the Programme Director.

Attendance in lectures, engagement with University activities and resources and accessing MyModules are all ways the University will monitor student attendance and engagement. Failure to comply any of the above is a way of identifying students at risk.

The Attendance Monitoring Policy requires students to attend all pre-sessional, foundation, degree and postgraduate taught programmes, including programmes of study with work placement. The policy also includes attendance for students on postgraduate research programmes who shall be monitored manually. The policy does not include students on collaborative partnership programmes that are delivered off-site and those on distance learning and blended learning programmes.

A process to manage timely withdrawals due to poor attendance will reinforce the Attendance Monitory Policy, improve the engagement and attendance of students and also have a positive impact on student retention and progression figures for programmes. The process also aims to ensure that the University is fully compliant with the UKVI requirements for monitoring attendance of students with Tier 4 visa and other immigration controls.

The dates by which to withdraw students for poor attendance for each semester are in line with tuition fee liability and external statutory returns deadlines.

1. Programme Director's to monitor student attendance and make reasonable attempts to contact any students who are failing to attend classes without providing a valid reason. It is expected this will be done via email and telephone.

2. Programme Directors to make a judgement on which students should be withdrawn due to poor attendance and provide a list to Registry Services no later than Friday 23rd November 2018 for Semester 1 and Friday 15th March 2019 for Semester 2.

3. Programme Directors to email information to: withdrawals@stmarys.ac.uk

4. Registry Services to withdraw all students referred by Programme Directors no later than Friday 30th November 2018 for Semester 1 and Friday 29th March 2019 for Semester 2.

5. Head of Registry Services to feed withdrawal information into next available University Examination Board.

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