POLICY ON MONITORING ATTENDANCE ON COMPUTING MODULES

ATTENDANCE AT COMPULSORY CLASSES

Attendance at supervisions, project group meetings, examples classes, laboratory and other practical classes is compulsory under the general regulations for students and attendance at these classes is monitored and recorded on the Student Data System. Students are also required to pursue diligently the programme of study selected from the list of modules as laid down in this handbook. This includes appropriate lecture modules and attendance at lectures may be monitored. In some cases, assessments will be carried out during class time, and the marks obtained here may be used as part of the coursework mark for the relevant module. Students should note that examination questions may relate to material covered in lectures but not necessarily covered in notes handed out or displayed on the Web.

Computing Examples Classes are used irregularly at the request of individual lecturers; they are not normally held every week and students will be informed when a class is to take place. Supervisions may be held periodically; a topic for consideration and discussion will normally be circulated a week in advance of the actual meeting.

Student progress is regularly monitored and failure to fulfil these obligations can result in a student being required to withdraw from the University (Section 5.2 of the Regulations for Taught Programmes of Study).

ATTENDANCE AT LECTURES

Attendance at lectures will be monitored in order to enable the department to remind students of the importance of attending lectures in support of their learning. Tutors and directors of study will be informed of absences in order to identify where there may be cause for concern in the case of repeated or prolonged absence, for instance, unreported illness. Departmental followup as a result of repeated absence will primarily be with the intention of promoting and recovering student progress, however, repeated absence may be taken as a possible indicator of lack of appropriate diligence when considering disciplinary processes.

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