Attendance Monitoring

Information for Business School Students 2019/20
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During registration, you sign up to the student contract that states that:

Unauthorised absence may lead to formal warnings and can even result in you being excluded from the University. For Taught Students please see the University’s ‘Unsatisfactory Students Procedure’ http://www.leeds.ac.uk/secretariat/documents/unsat_procedure.pdf and for Research Students see the Research Student Handbook. In addition, for international students, the University has a legal responsibility to report serious cases of non-attendance to the UK government – since this may affect the validity of a student’s visa. It is therefore important that you notify your school in advance of absence. If at any time you have problems which may prevent you from attending sessions or continuing as a student, please talk to your a member of the Student Support Attendance Team who will do their best to help you. The University requires you to fully co-operate with attendance monitoring.
1. Why does the University monitor students’ attendance?

There are several reasons why the University monitors students’ attendance:

- To ensure the safety and well-being of our students as attendance monitoring allows us to identify students who may require additional support and we have a duty of care to our students to do this.
- To ensure students attend a sufficient amount of teaching in order to successfully undertake their assessments.
- To meet the requirements of UK Visa and Immigration for students who hold a Tier 4 visa.
- Attendance Monitoring supports retention and performance.
- Regular attendance is a University requirement and students agree to this as part of their contract
- To meet attendance requirements for certain accrediting bodies.

This document explains how the Business School monitors attendance for its students, what to do if you are unable to attend teaching and other important elements of this process.

2. How will my attendance be monitored?

During teaching sessions, academic staff will distribute paper registers for students to sign. It is every student’s responsibility to ensure they have signed into every session where a register is present. If you attend a session at which a register is taken but do not sign it, your attendance will be recorded as an unauthorised absence. You must not sign the register for another student.

Please see [http://ses.leeds.ac.uk/info/22108/registration_enrolment_and_attendance/789/attendance](http://ses.leeds.ac.uk/info/22108/registration_enrolment_and_attendance/789/attendance) for further guidance.

3. What are my responsibilities in relation to attendance?

Students are required to attend all teaching activities, including lectures, seminars, workshops and practical sessions. Attendance is monitored throughout the academic year during term time. For PGT students, attendance continues to be monitored throughout the summer for dissertation sessions and any summer term programmes.

It is your responsibility to notify the Student Education Service Attendance Team if you are not able to attend a session (see below). If you are absent for a valid reason but do not notify the University, this will still be recorded as an unauthorised absence.

4. What should I do if I am unable to attend University?

If you are unable to attend the University during term-time, you should submit an Absence Notification Form via Minerva in advance of the absence if possible, or as soon as practical afterwards. The form can be found by following these steps:

Minerva > Academic Admin tab > Log me into Student Services > Registration & Student Records tab > Absence Notification

Acceptable reasons for which an absence may be authorised include health and medical problems, bereavement and serious personal difficulties. Reasons for which absence requests would not normally be authorised include transport delays, paid employment (for full-time students) or extra-curricular activities e.g. sports or networking events. However, each case will be considered on an individual basis. Please note that only informing your Personal Tutor of an absence, for whatever reason, is not sufficient. You must always submit an Absence Notification Form for each occasion.

You may be asked to provide evidence before your absence can be considered. In other cases, you may be asked to obtain evidence and retain this in case it is required at a later stage.

If you are absent due to illness for more than 5 working days, you should provide a medical certificate/letter to the Student Support Attendance Team. Any such medical evidence should contain as much information as the doctor is prepared to provide. Evidence will remain confidential within the Student Education Service.

If you experience ongoing personal difficulties that affect your attendance and/or performance, you are encouraged to speak to a member of the Student Support Team to obtain advice and support to help you in your studies. You can contact them at LUBSStudentSupport@leeds.ac.uk, or by visiting the Student Education Service Reception in the Maurice Keyworth building.

5. What if I want to attend a different seminar in a particular week?

We are unable to authorise a student request to attend an alternative teaching session. If you are absent from your timetabled session, you need to submit an absence notification form via Minerva (Student Services). If you decide to attend another session to catch up, we advise you to contact the module leader to ensure this is possible.

If you have a long-term reason for being unable to attend a particular teaching session, you need to contact LUBSTimetabling@leeds.ac.uk to request a change of session. Please note that session changes for preferential reasons are not permitted and the Timetabling team may ask for further information to support your request. If a change of session is not possible, you are expected to attend your original session as timetabled. Students will only be marked as present for their timetabled teaching sessions.

If you sign your name on the bottom of a register for an alternative session, you will not be marked as present for your original session. Unless you have submitted an absence request, your absence from the original session will automatically be regarded as unauthorised.
6. What is the consequence of unsatisfactory attendance at the University?

Although our Attendance Monitoring processes are in place primarily to support our students in both their wellbeing and getting the most out of their studies, there are more formal procedures in place for consistent non-attendance.

If your attendance is deemed unsatisfactory, the Attendance Team will contact you with an informal warning.

If there is no improvement in your attendance, you will be required to meet a member of the Attendance Team and your Personal Tutor to discuss your attendance record. If, following this meeting, your attendance does not improve you will be issued with a Formal Warning. This will also be copied to the University’s Student Cases Team for your University record.

If your attendance remains unsatisfactory, a case will be made to the Director of Taught Programmes (Student Support) for the issuing of a Second Formal Warning. If the decision is made to issue the Second Formal Warning, this again will be copied to the Student Cases Team. You will then be required to attend an interview with the University’s Head of Student Complaints, Appeals and Conduct within the University’s Student Cases Team.

The next course of action will be decided on the basis of the interview and the information that has been provided by the student and by the Business School. This will usually follow one of two possibilities:

1. The case is submitted to the Pro-Vice-Chancellor to act in excluding the student permanently from the University

   Or:

2. The Second Formal Written Warning is enforced with a Final Warning that if the student does not make a serious attempt to improve their attendance, then the case will proceed to the Pro-Vice Chancellor with a recommendation for exclusion.

Where the case proceeds to the Pro-Vice-Chancellor the decision is final. Further details of the Unsatisfactory Students Procedure can be found at: [http://www.leeds.ac.uk/secretariat/student_cases.html](http://www.leeds.ac.uk/secretariat/student_cases.html)

7. What do I need to do if I wish to temporarily or permanently leave the University?

Where a student experiences personal difficulties that significantly affect their ability to continue with the programme, they may request to either take temporary or permanent leave from their programme. Where a student is considering one of the above options, they should contact the Student Support Team for information and guidance. In the case of international students, they should contact the International Student Office for immigration advice before making their decision.
8. If I am an international student, how is my visa affected by non-attendance?

The standard attendance process is applied to all students. The University is required to report to the Home Office any international students who are withdrawn from their programme under the Unsatisfactory Students Procedure, or who take temporary or permanent leave from the University. This may affect students’ visas in such cases. Immigration advice can be sought at any time from the International Student Office.

9. If I am a PGT student how will my attendance be monitored during the dissertation period?

PGT students’ attendance will continue to be monitored throughout the dissertation period over the summer months from June to August. You are expected to attend regular supervision meetings and any scheduled lectures or workshops over the summer period. Any non-attendance issues will be reported to the Student Education Service Attendance Team. During project or dissertation work, PGT students can request permission to undertake research away from the University of Leeds Campus. To do this you need to complete a Fieldwork Risk Assessment form, which needs to be approved by your supervisor and then signed off by the Student Education Service Attendance Team. If permission is granted, you must maintain regular contact with your supervisor throughout your time away from Leeds, as laid out in your Dissertation Programme Handbook, which will be provided to you in semester two. The Student Education Service Attendance Team will follow up on any absence-related issues raised by your supervisor. If permission for you to conduct research away from Leeds is not granted, you are expected to stay in Leeds. If you need to leave Leeds during the dissertation period due to Mitigating Circumstances, you should speak to the Student Support Team. Further information about summer attendance monitoring will be communicated to all students prior to the start of the dissertation period.

10. Where can I go for further advice or information on attendance monitoring?

The Student Education Service Attendance Team

The Student Education Service Attendance Team should be your first point of contact if you are experiencing any issues that may affect your attendance. If they cannot help, they will be able to refer you to an appropriate source of support and guidance within the University. You can visit them at the Student Education Service Reception, which is located at G.37, Maurice Keyworth building, or email at: lubstudentsupport@leeds.ac.uk

Web links

Information from the University of Leeds:
http://students.leeds.ac.uk/#International-students/
Information from UK Visas and Immigration: 
https://www.gov.uk/browse/visas-immigration/student-visas

UK Council for International Student Affairs (UKCISA):
http://www.ukcisa.org.uk/

International Student Office:
If you have a specific enquiry related to student immigration, please visit the International Student Office located on Level 11 in the Marjorie and Arnold Ziff Building, telephone 0113 343 3930 or e-mail internationalstudents@leeds.ac.uk

Student Services Centre:
If you have a query about the presumed withdrawn process for taught students, please visit the Programme and Assessment (Operations) team within the Student Services Centre (Marjorie and Arnold Ziff Building), or e-mail studentrecords@adm.leeds.ac.uk

Leeds University Union (LUU) Student Advice Centre
For advice on disciplinary procedures, please visit the Student Advice Centre located within the Student Union building, telephone 0113 380 1290, or email advice@luu.leeds.ac.uk