

# Attendance Monitoring Process: Information for Students, 2023–2024

Attendance at classes is compulsory, but the university permits students to miss some classes within reason. Students within the Department of International Politics are required to do the following to avoid unsatisfactory attendance:

- **Make every effort** to attend all your timetabled classes.
- In modules **where seminar participation is not assessed**: If you miss an occasional class for any reason, you do not need to report this and explain the reasons for your absence.
- In modules **where seminar participation is assessed**: Follow the guidance issued by your module convenor. You will need to inform your seminar tutor if you miss an assessed class and explain the reasons for your absence. In some circumstances you might be allowed to complete written work in lieu of seminar participation.
- If you miss **more than a full week of classes across all modules, or two weeks' worth of classes in a single module**: You must email your Personal Tutor and state the reasons for your absence. Your Personal Tutor will make a brief note (which will not include any sensitive information) of this communication, which will appear as a note in your Student Record.

Depending on the nature of your reasons for absence, your Personal Tutor might advise you to complete a Special Circumstances Form and collect evidence to support your case. The form and how to submit it can be found from the following link: [Special Circumstances](#).

- If you have already submitted a Special Circumstances Form that covers the reasons for your absence during a semester (for example, to document a long-term illness), **you do not need to explain your absences again** during that semester.

## Regular Attendance Monitoring:

The Department performs attendance monitoring according to conditions set by the Academic Registry.

- If your attendance is found unsatisfactory during the monitoring process, you will be contacted by the departmental Academic Registry Officer and asked to explain your reasons for absence to your Personal Tutor.
- Please **contact your Personal Tutor immediately**, whether you think your reasons are valid or not. You might qualify for support you don't know of, or at least avoid problems for being unresponsive.
- If you fail to explain yourself to your Personal Tutor, your name will be forwarded to the Deputy Director of Learning and Teaching who will contact you to arrange a meeting to discuss your attendance.
- If you fail to explain your absences departmentally (either to your Personal Tutor or to the Deputy Director of Learning and Teaching) you will be reported to the Associate Dean of Learning and Teaching in the Faculty of Arts and Social Sciences. **The final penalty for unsatisfactory attendance or failing to engage with the attendance monitoring process can be expulsion from the university.**