

TEESSIDE UNIVERSITY

Attendance Policy

The University wants you to achieve the qualification for which you have registered. In order for you to be successful it is important that you engage fully with your course. This includes: attending all formal teaching sessions; completing directed, group-based and independent study activities outside scheduled teaching; and undertaking all assessments.

The University will monitor your attendance in a way that is appropriate for your course and your mode of study. We will also offer you support if you are facing difficulties that may hinder your academic progression. On some courses specific attendance requirements will be in place and you will be informed of these at the beginning and throughout your studies. International students' attendance will be monitored in line with the UK Visas and Immigration (UKVI) requirements.

Attendance Procedures

You will be advised about attendance requirements and the importance of attending classes, both orally and in writing through mechanisms such as induction events, course and module handbooks and via Blackboard.

Your attendance will be monitored in a way that is appropriate for your course and mode of study.

Your School will identify someone who is responsible for monitoring your attendance.

You must contact a designated member of staff from your School if you are unable to attend classes.

If we have identified that you have missed a significant number of sessions (for a module, this could be between 2-4 classes in sequence) you will be contacted by a member of staff. We want to help you begin attending again and to ensure that you complete your course, and we will explore ways to support you in your studies.

Where it is clear that, having explored all avenues, you are no longer attending your studies or engaging with your course, arrangements will be made to withdraw you from the course and from the University. We will also report this situation to external authorities as appropriate. This could include the Student Loan Company, UK Visas and Immigration, Professional, Statutory or Regulatory Bodies, or your Employer/Sponsor.