Department of Statistics
Points of Engagement to Monitor Attendance and Progress of
Intercalated Year Students - Academic Year 2015-16

Term 1

1. Submit contact details for your supervisor/line manager at your current institution to the Undergraduate Support Officer (cc. Statistics Department Senior Tutor), by Friday, Week 2.
2. During last fortnight of term, email a brief summary of your progress to the Undergraduate Support Officer (cc. Statistics Department Senior Tutor).

Term 2

1. During first fortnight of term, email a brief summary of your progress to the Undergraduate Support Officer (cc. Statistics Department Senior Tutor).
2. During last fortnight of term, email a brief summary of your progress to the Undergraduate Support Officer (cc. Statistics Department Senior Tutor).

Term 3

1. During first fortnight of term, email a brief summary of your progress to the Undergraduate Support Officer (cc. Statistics Department Senior Tutor).

Summer

1. Submit a brief summary of your experience on the intercalated year to the Undergraduate Support Officer (cc. Statistics Department Senior Tutor), by the start of the next academic year.

Implementation

For monitoring, in practise the list of engagement points will be kept by the Undergraduate Support Officer.

The Undergraduate Support Officer will regularly check to see if any students are missing monitoring points.

If a student misses three monitoring points in an academic year, then the student should be invited to discuss this with the Personal Tutor.

If a student misses any further monitoring points in a year, dependent upon circumstances, the student will be required to discuss this with the Senior Tutor.

If a student misses six monitoring points in a year, then the Department will invoke the formal University process.