Term 1

1. Meeting with personal tutor during first fortnight.
2. Return of ‘Confirmation of Personal Details’ Form to the Statistics Support Office by Friday, Week 2. Student ID cards must be shown on submission.
5. Submission of CV/Personal Statement/List of Interests to the Undergraduate Support Officer (cc your Personal Tutor) on request from Undergraduate Support Officer, by the deadline given.
6. Meeting with personal tutor during last fortnight.

Term 2

1. Meeting with personal tutor during first fortnight.
2. A signed print-out of confirmed module registrations to be returned to the Statistics Support Office by Thursday, Week 5.
3. Attendance Week 2/4/6 Tutorials for ST115 – 100% Mandatory Attendance.
4. Attendance Week 8/10 Tutorials for ST115 – 100% Mandatory Attendance.
5. Meeting with personal tutor during last fortnight.

Term 3

1. Meeting with personal tutor during first fortnight.

Tutorial Attendance
Attendance sheets for ST115 and ST116 to be completed for every tutorial.
Reasons for non-attendance must be reported to Undergraduate Support Officer using a ‘Certificate of Absence’ form (to be collected from Student Support).

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 a meeting with the Personal Tutor.

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

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