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

Term 1

1. Meeting with personal tutor during first fortnight of term.
2. Return of ‘Change of Address’ form to Statistics Support Office by the end of Week 2. Student ID card must be shown on submission.
3. Register for modules by the deadline (Friday, Week 3).
4. In Weeks 5 or 6 visit Statistics Support Office, with your student ID card, and make contact with the Undergraduate Support Officer.
5. Submission of CV/Personal Statement/List of Interests to the Undergraduate Support Officer
   1. (cc your Personal Tutor) on request from Undergraduate Support Officer, by the deadline given.
6. Meeting with personal tutor in last fortnight of term.

Term 2

1. Meeting with personal tutor during first fortnight of term.
2. A signed print-out of confirmed module registrations to be returned to Student Support Office by Thursday, Week 5.
3. In Weeks 5 or 6 visit Student Support Office, with your student ID card, and make contact with the Undergraduate Support Officer.
4. Meeting with personal tutor during last fortnight of term.

Term 3

1. Meeting with personal tutor during first fortnight of term.

Notes
The deadline for module registration is currently end of Week 3, Term 1. Students can also register/de register modules up to the end of Week 3, Term 2.

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.