UNIVERSITY OF WARWICK

CHECKLIST FOR MONITORING STUDENT ATTENDANCE AND PROGRESSION

The following checklist is intended to assist academic departments in identifying the key, required aspects of the Good Practice Guide on Monitoring Student Attendance and Progression. Further details are provided in the Good Practice Guide and the relevant sections are referenced below.

1. There are monitoring schemes in place for the following categories of student:
   a. Full-time and part-time undergraduate courses;
   b. Full-time and part-time postgraduate taught courses;
   c. Full-time and part-time postgraduate research courses;
   d. Incoming visiting and exchange students (Section 6);
   e. Students on all forms of placement including outgoing visiting and exchange students, students on intercalated years of study in industry and business, students on professional placements (Section 6).

2. Monitoring schemes are agreed for postgraduate students in extension and, for research students holding Tier 4 visas, during the resubmission stage of their course until final resubmission of their thesis has been approved by the examiner (Sections 4d and 7).

3. Monitoring schemes cover all students.

4. For postgraduate taught courses at least two-thirds of monitoring points relate to face-to-face contact and for postgraduate research at least half of monitoring points relate to face-to-face contact (Section 4).

5. There are plans agreed for joint and cross-departmental degrees which set out how data on attendance will be shared between departments and when (Section 5).

6. Monitoring schemes are either aligned to the template scheme (Annex A of the Good Practice Guide) or have been approved by the Compliance Working Group or AQSC (Section 2).

7. Monitoring points are distributed evenly across and within terms (Sections 4 and 7).

8. Monitoring schemes are submitted annually in the summer to the Teaching Quality Office (Section 1).

9. Academic departments have systems in place to ensure that formal records to evidence students’ attendance are available and retained in line with the timescales set out in the Good Practice Guide. Records of attendance should not be by exception (Section 7).

10. A clear statement on the levels of attendance and engagement expected of students and the consequences of missing monitoring points is published in Course Handbooks annually (Section 1).

11. Missed monitoring points are reported to the Academic Office at the end of each term. (Section 7).
This Good Practice Guide is intended to help departments in supporting students' learning through monitoring their attendance and academic progress. It is based on existing good practice across the University.

1. **Principles**

   (a) **Students' responsibilities**

   Students are autonomous learners and active participants in their education. They take responsibility for managing their learning and their engagement is demonstrated in many ways:
   - in attending all prescribed lectures, seminars, classes, meetings with their personal tutors/.supervisor(s).
   - in preparing for and participating in classes or carrying out their own research
   - in directing their own learning beyond that specified by their teachers
   - in completing formative and summative assessment tasks
   - in monitoring and reflecting on their own progress
   - in taking the initiative in seeking support when necessary from their department and the wider University (e.g. Director of Graduate or Undergraduate Studies, Centre for Student Career and Skills, Students’ Union, Senior Tutor, Disability Coordinator)

   (b) **Departments' responsibilities**

   Departments are responsible for designing and delivering high-quality courses which enable students to achieve high standards of learning, by providing appropriate teaching and learning resources, monitoring students’ progress, assessing students’ work and providing feedback to students which helps them learn. In the case of postgraduate research students, departments’ responsibilities are set out in more detail in the *Guidelines to Supervision and Monitoring of Research Degree Students*.

Departments are required to report to the Teaching Quality section of the Academic Office annually setting out:

- Monitoring schemes for courses of study, aligned to the template in Appendix A, including for new courses.
- Monitoring schemes for courses of study to which Appendix A cannot be applied, for approval by AQSC.
- Plans for monitoring attendance on joint and cross departmental courses (see Section 6).
- Follow up action for specific student cases.

This annual reporting point will also provide an opportunity to reflect on the process and to gather good practice at appropriate intervals.

Appendix B details a top level flow chart of department’s monitoring responsibilities.

Departments are advised to offer support to students whenever it becomes apparent that they may be experiencing problems. Additionally (as a minimum),
Where a student has missed three formal “monitoring points” in one academic year the student’s main point of contact for overseeing their academic progress should meet with the student to discuss progress and consider referring the student where appropriate to the relevant University Support Service(s). The main point of contact may be the personal tutor/supervisor, or in some departments may be the Director of Undergraduate or Graduate Studies (see Section 3). The Academic Office will write to all students that have missed three monitoring points and the student’s department will receive a copy of the e-mail.

Where a student has missed six formal “monitoring points” in one academic year the Academic Office will notify the Director of Undergraduate/Graduate Studies that the Department should refer the student to the Continuation of Registration Committee as set out in University Regulation 36 - Governing Student Registration, Attendance and Progress, unless the Department wishes to present reasons why referral is not appropriate. Valid reasons may include, for instance, evidence that a student has resumed their studies. Correspondence to the student from the Academic Office at this point is also sent to the Director of Undergraduate/Graduate Studies.

Where a student has missed eight formal “monitoring points” in one academic year the Department or the Academic Registrar will invoke the process outlined in University Regulation 36 - Governing Student Registration, Attendance and Progress.

At the start of each Academic year, Departments will publish a clear statement of the level of attendance and engagement expected from students. This is normally communicated at Induction events and will be set out in Programme Handbooks. This information will include:

- General information on attendance requirements which may be specific to the Department.
  Typically, all taught sessions are compulsory; in some departments students are recommended to attend lectures, but required to attend all other teaching sessions. Postgraduate research students are typically required to attend all agreed supervisions, training sessions. Similarly, all assessment tasks set are generally compulsory. This section may also include a statement on the value not only of attendance but also of engagement and participation in a student’s classes.

- Details on the monitoring points that students are required to meet.
  Departments should make it clear to students that they monitor their academic engagement and progress in order to offer them appropriate academic and pastoral support and to identify where support from outside the department may be necessary. Departments should set out what the monitoring points are that students are required to meet.

- Consequences of missing monitoring points.
  Departments should make clear to students the consequences of inadequate engagement and what will happen if they miss monitoring points (as set out in Section 4). This should include a specific statement on the implications for international students of missing monitoring points. A sample statement is included below.

  *International students should be particularly aware of the consequences of missing Contact Points: the Academic Office is obliged to report to the Home Office UK Visas and Immigration (formerly the UK Border Agency) if any Tier*
4 students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.

- The main point of contact for students with responsibility for overseeing their academic progress (see Section 3) and information on where students can seek advice on the implications of any changes in registration status for their right to remain in the UK.

Where a department identifies that a student’s attendance or academic progress is unsatisfactory, there are procedures in place within the department to support the student, or refer them to other sources of support. In the case of poor attendance the matter will normally only be escalated as set out below where the absences are unauthorised or give rise for concern.

Where a student’s attendance record, submission of work or academic progress continue to be unsatisfactory, the consequences for the student are transparent, proportionate and fair. University Regulations set out the formal procedures to be followed where students have persistently failed to engage in their course (or meet the requirements of their course).

(c) University's Responsibilities

In addition, the University has legal obligations under UK immigration legislation to monitor continually attendance of all students whom it has sponsored to come to the UK for study on a Tier 4 visa. The scheme for monitoring attendance set out in this Good Practice Guide is in line with the requirements set out in legislation and it is therefore also the University’s responsibility to ensure that the measures set out in this Guide are implemented.

(d) Consistency of principles, variety of methods appropriate to context

Departments monitor the attendance and academic progress of students on all courses across all levels of study: undergraduate, taught postgraduate and research postgraduate, incoming and outgoing students on visiting and exchange programmes and students on placements and intercalated years. While these principles are consistent across the University’s courses at all levels, how they are implemented varies as appropriate to the department and course.

2. Approval of monitoring points

Departments are asked to align monitoring schemes to the template set out in Appendix A wherever possible. Where it is not possible to apply the template scheme given the structure of teaching and assessment on courses, variations must be approved by the Compliance Working Group or the Academic Quality and Standards Committee (for those courses which do not recruit Tier 4 students). Departments will be asked annually by the Teaching Quality Office at the end of the summer term to review the suitability of the monitoring points in place and to provide copies of all monitoring schemes for the following academic year for checking. In addition, information will be requested on monitoring schemes for new courses of study. Where schemes require approval, these will be considered prior to the start of the next academic year. Any changes to monitoring schemes a department wishes to make during the course of the academic year should be submitted to the Teaching Quality Office.
3. **Links to personal tutoring and supervision**

The University operates a well established system of personal tutoring for students on taught courses, as set out in the *Guidelines for Personal Tutors*. There are also well established principles for supervising research students as set out in the *Guidelines to Supervision and Monitoring of Research Degree Students*. Most departments also appoint a Director of Undergraduate Studies, and a Director of Graduate Studies.

A student’s personal tutor or supervisor is generally held to be the main point of contact for overseeing their academic progress. In some departments, or in some years of study, another identified individual, such as the Director of Undergraduate or Graduate Studies, may be more appropriate to carry out this role of main point of contact. Whoever it is, it must be clear to students and staff who the main point of contact is.

4. **What should be monitored**

As a guide, the University expects departments to identify appropriate formal “monitoring points” across the year in line with the below table:

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Undergraduate</td>
<td>6 points</td>
<td>4 points</td>
<td>1 point (attendance at exams)</td>
<td>None</td>
</tr>
<tr>
<td>Full-Time Taught Postgraduate</td>
<td>6 points</td>
<td>4 points</td>
<td>1 point (attendance at exam/completion of assessed work)</td>
<td>2 Points (dissertation related)</td>
</tr>
<tr>
<td>Full-Time Postgraduate Research (up until final submission approved by examiner)</td>
<td>Monthly supervisions/annual review/upgrade/research skills training sessions</td>
<td>Monthly supervisions/annual review/upgrade/research skills training sessions</td>
<td>Monthly supervisions/annual review/upgrade/research skills training sessions</td>
<td>Monthly supervisions/annual review/upgrade/research skills training sessions</td>
</tr>
</tbody>
</table>

Departments are expected to use the template monitoring scheme at Appendix A unless this is not possible given the structure of teaching and assessments on the course. The template monitoring scheme comprises a mix of different sorts of monitoring, including attendance at relevant teaching or similar sessions, meeting with staff (e.g. personal tutor/supervisor) submission of assessed work and/or attendance at examinations. Where the template scheme cannot be used departments must use similar types of monitoring points.

For postgraduate students and undergraduates on work or study abroad placements some of the monitoring points could be via email/online where appropriate (e.g. over the summer months/during work on dissertations/fieldwork/module registration/or electronic submission of work) but a significant proportion (at least 8 monitoring points) should be via face-to-face contact during taught aspects of taught courses or (at least 6 monitoring points) during in-person supervision meetings for research courses. Where research students undertake extended periods of research or fieldwork away from the University face-to-face supervisions may be undertaken online *via* Skype or similar system. It may be appropriate that during periods of extension more of the monitoring points could be via email exchange. If Tier 4 research students undertake extended periods of fieldwork or research away from the University advice should be sought from the International Office regarding the University’s legal obligations in these situations (see Section 4(e) below).

For undergraduate and taught postgraduate courses and where taught research skills sessions are used for research degrees, monitoring points should be spread across a term rather than condensed into a short period during the term. They should be based on
expected interactions within that term so could take into account breaks from formal teaching such as reading weeks where departments would not expect to interact with students.

Where a student misses three of the “monitoring points” the Academic Office will write to the student and the department will receive a copy of this e-mail. The department is required to investigate with the student what problems they may be experiencing, to support their full engagement with the course and to explain the consequences of missing further monitoring points. Departments may decide that they wish to initiate such discussions before three “monitoring points” are missed. Where four “monitoring points” are missed, it is likely that a student's problems are such that they should be encouraged to seek advice and support from the Department or University Senior Tutor. Where a student misses five “monitoring points” it is likely that the student is at risk of imminent withdrawal or failure, so appropriate action should be taken immediately.

Where a student has missed six formal “monitoring points” in one academic year the Academic Office will notify the Director of Graduate/Undergraduate Studies that the student should be referred to the Continuation of Registration Committee as set out in University Regulation 36 - Governing Student registration, attendance and progress. The Department will be given an opportunity to present any reasons why such a referral might not be appropriate. The department may wish to seek advice on this from their Faculty Board Secretary or the Academic Office. The Department will receive copies of correspondence sent to the student at this point.

Where a student has missed eight formal “monitoring points” in one academic year the Department or the Academic Registrar will need to invoke the process outlined in University Regulation 36 - Governing Student registration, attendance and progress.

Departments should agree for themselves what constitutes “monitoring points” for their courses. A “monitoring point” should preferably be a single event, such as attendance at a specific taught class or personal tutorial meeting, or submission of a piece of assessed work. Using a single event as a “monitoring point” is more straightforward to record than using attendance across a term, and ensures that absences are identified immediately rather than after a period of weeks. Where departments wish to use attendance over a period of time, this should be divided into shorter intervals than a term (see section 4(a) below).

A department’s Directors of Undergraduate Studies and Graduate Studies (or equivalent) are likely to play a central role in establishing and operating these arrangements. Many departments operate Student Progress Boards; where this is the case, these Progress Boards are likely to serve as a forum for discussion of any issues which arise.

Formal structures to assess progression, such as end-of-year Exam Boards or processes for considering upgrades from MPhil to PhD also serve as useful occasions for monitoring student engagement and progress.

The following are types of student engagement and activity which departments are expected to monitor. Arrangements for research postgraduates will differ from those for taught courses.

(a) Teaching sessions (e.g. lectures, seminars, tutorials, labs etc)

Good attendance at teaching sessions is a clear indication of student engagement. The template monitoring scheme uses monitoring of attendance at teaching sessions and, where the template scheme cannot be used, it is recommended that departments include some monitoring of attendance in their approach.
This might include:

- attendance at lectures
- attendance at seminars and tutorials
- attendance at lab sessions
- attendance at supervisions
- attendance at meetings with a project supervisor
- attendance at taught research skills sessions for research students

For the purpose of recording attendance at monitoring points departments are required to keep records of all who have attended. Records should not be kept by exception. However it is good practice to monitor attendance not only for monitoring points but for all teaching sessions, wherever possible, recognising that this is not always viable, for example in some large lectures. Departments are encouraged to review attendance records regularly, to identify any students who may be experiencing difficulties. Being able to review attendance across modules can be useful in identifying patterns of absence which are not apparent from a single module.

The template scheme at Annex A identifies single teaching sessions as monitoring points rather than attendance at a proportion of classes over a given period of time. This approach is recommended. However where this is not appropriate for some courses of study, and attendance is monitored over a period of time, the timescales should be short and should not extend beyond five weeks. This is to ensure that data on attendance is collected regularly and non-attendance can be identified promptly.

In extreme cases, where students are ultimately subject to formal proceedings to terminate their registration under University Regulation 36 - Governing Student registration, attendance and progress - through the Continuation of Registration Committee, a department must have reliable records which indicate the level of a student's engagement.

(b) **Assessment submission, exam attendance**

Assessment submission and examination attendance are used as part of monitoring engagement in the template scheme. Departments generally have in place systems for monitoring the submission of coursework (e.g. via the Assignment Management System or Moodle). Attendance at viva voce examinations should be included as a monitoring point for postgraduate research students with Tier 4 visas. Where submission of assessed work is used as a monitoring point, the date of submission should fall within the same term as the stated point.

(c) **Personal tutorials**

Personal tutorials are organised differently across departments but all must conform to the minimum requirements set out in the Guidelines for Personal Tutors. Where students meet their personal tutors individually either termly or twice-termly, these are ideal opportunities for personal tutors and students to reflect together on progress, as well as serving as a monitoring point. Brief records must be kept. Where a tutor meets groups of tutees weekly, for example to work through module-related problems sets, attendance is likely to be monitored already, and the tutor is likely to be in a good position to identify students who may be experiencing problems or in need of extra support. For students on research degrees, meetings with supervisors or advisers/mentors/Director of Graduate Studies could fulfil the same range of
functions. Personal tutors should receive regular reports from their tutees’ module leaders regarding concerns they might have regarding attendance and engagement.

(d) Discussion of dissertations, theses, research projects and other assessed work

Discussion of ongoing work on dissertations, theses, research projects or other forms of assessed work is important in supporting students through this process and should also be used as a monitoring point.

Interim and end-of-year/stage exam boards, upgrade meetings and similar events might serve as opportunities to review students’ engagement.

Monitoring of engagement of research students through supervisory meetings may cease when a student submits their thesis, where those students do not hold a Tier 4 visa to study in the UK. However there is a requirement for the University to continue to monitor the attendance of Tier 4 students and therefore further points of engagement with research students such as the viva examination and resubmission of the thesis, must continue to be monitored until the examiners approve the final thesis submission. However, should Steering Committee determine that the student has failed, any period of further extension granted to the student will necessitate the need for monthly monitoring to resume.

(e) Periods of study away from the University

It is recognised that there are instances when students, particularly postgraduate students, will undertake periods of study away from the University. Examples include students undertaking research for a dissertation or PhD away from the University during periods of extension or when fieldwork is being undertaken. In these cases, e-mail contact should demonstrate some form of academic progress which might include, for instance, reports on research undertaken or drafts of written work (within the guidelines set out above on the appropriate proportion of remote monitoring points). However there are specific reporting requirements for students holding Tier 4 visas to study in the UK should they travel overseas to undertake some of their studies, thus changing their principal site of study, and departments would check these legal obligations with the University’s International Office:
http://www2.warwick.ac.uk/services/international/staff/experience/pbs

5. Joint and cross-departmental courses

The “home”/managing department has overall responsibility for monitoring the students on a joint honours or cross-departmental course. The course leader should ensure that a plan, agreed with the partner department, is put in place to exchange information in a timely way. This should set out the monitoring points for the course, who is responsible for passing data to the “home” department where applicable, and timescales. There are no data protection implications for departments sharing such data within the University. For some courses (e.g. a cross-departmental PhD course or arrangements for an individual PhD student where supervisors are from two departments) another individual, such as the Director of Graduate Studies or the student’s lead supervisor, may be the appropriate person to take responsibility for coordinating the monitoring arrangements.

It may be desirable, where students are taking modules outside their home department, to focus any monitoring of such modules, wherever possible, to the submission of assessed work. An alternative, approach, again wherever possible, would be to focus the “monitoring points” for such students on their core modules only.

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Departments will be asked to report on their plans for monitoring attendance of students on joint courses annually (See Section 1(b)).

6. **Placement learning, intercalated years, study abroad and incoming exchange students**

Where students are studying elsewhere (including work placements, intercalated years and study abroad), the University still has a responsibility to monitor their progress, to identify where students may need additional support, or where they are failing to follow their course with due diligence. Where the student is a Tier 4 visa holder, the requirement to monitor attendance continually during periods of work or study placements is a legal one and failure to evidence monitoring arrangements could have serious implications for the University’s Tier 4 licence. The arrangements for monitoring are inevitably diverse, to take account of the wide range of contexts involved and the template monitoring scheme at Appendix A does not therefore include placement years.

The arrangements for monitoring attendance and engagement on placements, study abroad and so on should be agreed between the department and placement provider, overseas university in advance, at the beginning of the academic year, and the number of monitoring points must be the same number as identified in section 3. In some cases reporting by exception may be adequate, for example where a student is undertaking an intercalated year in industry or business and is expected to attend daily, as if an employee. However this is only appropriate where the department has documentary evidence to confirm that the placement provider has robust systems in place to identify non-attendance without permission or explanation and the department can be reassured that it will report non-attendance to the University immediately.

Many industrial and study placements are assessed, and the formal submission of assessed work can be used as a monitoring point, where this is submitted during the year in question. Students could also be requested to submit attendance reports to their departments on a regular basis, as is the case for Tier 4 students on exchange programmes (see below).

Discussions between a student and his/her personal tutor/supervisor/placement co-ordinator might also be used as monitoring points. Such discussions might be face-to-face, by phone or email, and can in any case serve a useful pastoral function. Records should be kept of this type of contact. Departments may wish to offer students a structured series of such contacts in addition to any ad hoc contact; the University’s Minimum Requirements for Personal Tutors specifies the frequency of meetings required with students and the need for a record to be kept of discussions.

Some departments require or encourage students on placements to keep regular diaries/learning logs, sometimes signed off by a local supervisor. This practice, which is likely to help the student benefit from the placement by facilitating reflection, could serve as a monitoring point.

Where a student is overseas under a formal exchange agreement, their ERASMUS Learning Contract or other similar agreement may provide for monitoring of engagement and progress. The International Office will monitor attendance of those students holding Tier 4 visas to study in the UK when they are on overseas exchange programmes overseen by the Office. This consists of attendance reports returned to the Office three times per term and the Office will notify departments of any missed points.
Where students are on incoming exchange or visiting placements, it is still the University’s responsibility to have oversight of their attendance and engagement in study during their stay at Warwick. The “home” department is responsible for setting out the monitoring points for students in advance of their period of study commencing, noting that the number of monitoring points that might apply to these students will vary depending on the length of their visit.

These provisions do not apply to students who have opted to take a voluntary year out. Students who have taken such a year out are expected to take responsibility for monitoring their own progress and achievements and should be encouraged to seek advice from the Centre for Student Careers and Skills and the main point of contact in their department with responsibility for overseeing their academic progress, before leaving the University for their Voluntary Year Out. **It is not possible for the University to continue to sponsor an international student under Tier 4 to undertake a voluntary year out and international students considering this option should discuss it with the International Office first.**

7. **Record keeping and reviewing**

Records of attendance must be kept for all monitoring points to support the early identification of students who may be experiencing difficulties but also, should it be necessary in extreme cases, to support a recommendation to withdraw a student from their course. These records are also required to demonstrate compliance with Home Office regulations. Records, including source data (e.g. registers, email correspondence regarding absences), must be retained until the student has completed their course of study and is no longer a student of the University. Records relating to students who have not held a Tier 4 visa to study at the University must be kept for 12 months after graduation. Following graduation records for Tier 4 students must be kept until the next Home Office compliance visit has taken place.

Departments maintain records in a variety of ways, appropriate to their courses and their local context. Some of these records are by-products of other processes. Records might include:

- attendance registers for taught sessions
- outcomes of personal tutoring meetings
- reports on postgraduate supervisions
- records of submission of assessed work
- records of formal meetings between personal tutor and tutee. Where students are not engaging adequately with their studies, this may include a record of discussions on non-attendance or poor engagement.

Given that most students do engage with their courses fully, the aim of monitoring progress and reviewing records is to identify students who may be experiencing problems, to offer appropriate support. Staff will often identify students experiencing problems without recourse to formal monitoring mechanisms, but the following frequency should be adopted as a minimum for formal monitoring and record keeping:

**Full-time undergraduates:**

6 identified points of engagement in the autumn term
4 identified points of engagement in the spring term
1 identified point of engagement in the summer term
Full-time taught postgraduates:
6 identified points of engagement in the autumn term
4 identified points of engagement in the spring term
1 identified points of engagement in the summer term
2 identified points of engagement during the summer vacation

Research postgraduates:
12 identified points of engagement spread throughout the year, appropriate to the department and the student's individual context. This is in line with the monthly supervisions and annual reviews recommended as minimum good practice for the supervision of full-time PGR students but may also include research skills training sessions.

Postgraduate students in periods of extension/resubmission
Monitoring points for students in periods of extension should be determined by the department in consultation with the student and clearly stated in the student's extension work plan, which is submitted to Graduate School at the point of extension request.

For Tier 4 students in a period of resubmission, monitoring points should be determined by the department, taking into account the recommendations made by the examiners and the number of months permitted for any such resubmission.

Part-time students:
Departments are advised to consider the volume and pattern of study for their part-time students. Whilst it is recognised that the total number of identified points of engagement may need to be reduced, this should not necessarily be related pro-rata to the FTE of the student. Departments may wish to consider identifying points relating to attendance, submission of assessed work and retaining contact with tutors (including via email).

Reviewing Records:
Departments are advised to review these records on a regular basis, to identify students who may be experiencing problems. For a full-time taught course this might mean twice each term. However, departments are advised to take a proportionate approach to the frequency of reviewing records.

Reporting Requirements:
Departments will be required to report to the Student Records or Graduate School sections of the Academic Office at the end of each term (with an additional reporting point during the summer for taught and research postgraduate students) on students who have missed the identified monitoring points for that course of study without authorisation to do so.

8. Sickness absence

The University has a policy regarding sickness absence for students. In brief this states that students should self-certify absences due to sickness for absences of up to seven days, except where the absence is at a time of significant assessment. A doctor’s note/medical certificate is required for absences of longer than seven days and for examination purposes.

If a student is likely to be unwell for a longer period, he/she should be advised to take temporary withdrawal from his/her course of study under University Regulation 36 - Governing Student registration, attendance and progress.

Further information is available at
http://www2.warwick.ac.uk/services/quality/categories/examinations/faqs/absence
Should a student miss a monitoring point due to ill health and documentary evidence is provided to explain this absence, it is not necessary to report the missed monitoring point to the Academic Office. However it is necessary to retain these medical records and departments may wish to monitor recurring absences due to ill health to ensure that students are appropriately supported.

9. **Contact hours**

Due to the diverse nature of the University’s courses, and the different methods of teaching and learning employed in different disciplines, there are no University-wide norms for the number of contact hours on taught courses. Supervisors are expected to meet their full-time postgraduate research students at least monthly, with proportionate arrangements for part-time students.

10. **Links to further information/support**

Student Support Services: [http://www2.warwick.ac.uk/services/student-support-services/](http://www2.warwick.ac.uk/services/student-support-services/)

Guidelines on Personal Tutoring: [http://www2.warwick.ac.uk/services/tutors/personaltutors/](http://www2.warwick.ac.uk/services/tutors/personaltutors/)

Guidelines on the Supervision and Monitoring of Postgraduate Research Degree Students and Guidelines on the Supervision of Students Based Away from the University: [http://www2.warwick.ac.uk/services/academicoffice/ourservices/gsp/formslibrary/guidelines_on_supervision_and_monitoring.pdf](http://www2.warwick.ac.uk/services/academicoffice/ourservices/gsp/formslibrary/guidelines_on_supervision_and_monitoring.pdf)

Good Practice Guide on Placement Learning: [http://www2.warwick.ac.uk/services/quality/categories/placementlearning/](http://www2.warwick.ac.uk/services/quality/categories/placementlearning/)

Absence due to illness: [http://www2.warwick.ac.uk/services/quality/categories/examinations/faqs/absence](http://www2.warwick.ac.uk/services/quality/categories/examinations/faqs/absence)

Centre for Student Careers and Skills: [http://www2.warwick.ac.uk/services/careers](http://www2.warwick.ac.uk/services/careers)

International Office Immigration Advice: [http://www2.warwick.ac.uk/services/international/staff/experience/pbs/](http://www2.warwick.ac.uk/services/international/staff/experience/pbs/)


Version approved by the Senate on 29 June 2015
# Full-Time UG Courses: Proposed Monitoring Points

<table>
<thead>
<tr>
<th>Year 1 Term 1</th>
<th>Monitoring Point</th>
<th>Description</th>
<th>Example of timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Attendance at department/course induction event</td>
<td>Week 1</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Meeting with Personal Tutor</td>
<td>Week 2</td>
<td></td>
</tr>
<tr>
<td>3-5.</td>
<td>3 teaching sessions (e.g. seminar, tutorial, laboratory class, class test, presentation)</td>
<td>Weeks 4, 6, 8</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Submission of assessed work</td>
<td>Week 10</td>
<td></td>
</tr>
<tr>
<td>Year 1 Term 2</td>
<td>7-9</td>
<td>3 teaching sessions or 2 teaching sessions and 1 meeting with personal tutor</td>
<td></td>
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<tr>
<td></td>
<td>10.</td>
<td>Submission of assessed work</td>
<td></td>
</tr>
<tr>
<td>Year 1 Term 3</td>
<td>11.</td>
<td>Attendance at an examination</td>
<td></td>
</tr>
<tr>
<td>Year 2 Term 1</td>
<td>1.</td>
<td>Meeting with Personal Tutor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-5</td>
<td>4 teaching sessions or 3 teaching sessions and attendance at departmental induction event</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.</td>
<td>Submission of assessed work</td>
<td></td>
</tr>
<tr>
<td>Year 2 Term 2</td>
<td>7-9</td>
<td>3 teaching sessions or 2 teaching sessions and 1 meeting with Personal Tutor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.</td>
<td>Submission of assessed work</td>
<td></td>
</tr>
<tr>
<td>Year 2 Term 3</td>
<td>11.</td>
<td>Attendance at an examination</td>
<td></td>
</tr>
<tr>
<td>Year 3 Term 1</td>
<td>1.</td>
<td>Meeting with Personal Tutor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-5</td>
<td>4 teaching sessions or 3 teaching sessions and attendance at departmental induction event</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.</td>
<td>Submission of assessed work</td>
<td></td>
</tr>
<tr>
<td>Year 3 Term 2</td>
<td>7-9</td>
<td>A combination of 3 of the following: teaching sessions, meeting with Personal Tutor, meeting with dissertation supervisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.</td>
<td>Submission of assessed work</td>
<td></td>
</tr>
</tbody>
</table>
### Full-Time PGT Courses: Proposed Monitoring Points

<table>
<thead>
<tr>
<th>Term 1</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Attendance at department/course induction event</td>
</tr>
<tr>
<td>2.</td>
<td>Meeting with Personal Tutor</td>
</tr>
<tr>
<td>3-5</td>
<td>3 teaching sessions (seminar, tutorial, laboratory class)</td>
</tr>
<tr>
<td>6.</td>
<td>Submission of assessed work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7-9</td>
<td>3 teaching sessions or 2 teaching sessions and 1 meeting with personal tutor</td>
</tr>
<tr>
<td>10.</td>
<td>Submission of assessed work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 3</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>11.</td>
<td>Attendance at dissertation/essay/project supervision</td>
</tr>
<tr>
<td>Summer</td>
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<tr>
<td>12.</td>
<td>Attendance at dissertation/essay/project supervision</td>
</tr>
<tr>
<td>13.</td>
<td>Submission of dissertation/project/essay</td>
</tr>
</tbody>
</table>

### Full-Time PGR Courses: Proposed Monitoring Points

Monitoring schemes for full-time postgraduate research students should comprise monthly supervisions, annual review meetings, or upgrade meetings or research skills training classes. Monitoring points for Tier 4 students must include the *viva voce* examination, and further contacts such as resubmission and a second *viva voce* examination where this is held.