

Department of Philosophy: Attendance Policy

September 2016

Aims

The principal aim of the policy is to enhance the pastoral support that the Department is able to provide to students. Monitoring attendance and following-up on poor attendance provides a way of identifying when students are experiencing problems, and so help students to access appropriate support.

There are also academic motivations for the policy. Attendance at teaching events facilitates student engagement and student learning, which can in turn enhance student satisfaction. And poor attendance does not just affect those individuals who miss teaching events; it can also have a negative impact on other students in the group.

The Policy

Attendance is recorded at seminars, tutorials, in some cases lectures. **If a student misses, without reasonable explanation, three sessions at which attendance is recorded for a particular module, then they will be issued with a formal warning.**

Formal warnings are issued by the Department's Attendance administrator once attendance sheets have been submitted by teaching staff at the end of each term (although in some cases attendance might be reported on a rolling basis). A student's supervisor, or the Chair of the relevant Joint Board, is copied into the email informing the student that they have received a formal warning.

Students who receive a formal warning are asked to write a statement explaining why they missed the sessions, and how they plan to improve their working practices in future. They need to take that statement to their supervisor, or the Chair of the relevant Joint Board, during a beginning of term supervision meeting or one of their Office Hours. If neither the supervisor nor the Chair of the relevant Joint Board is available, they should take the statement to the Chair of the Board of Studies in Philosophy. The supervisor or Chair signs the statement, and the student then returns it to the Philosophy Department Office where it is kept on file. **It is entirely the student's responsibility to write the statement, get it signed, and return it to the Office.**

If it is discovered at this point that the student has been experiencing problems that have caused the poor attendance, then the supervisor should recommend that the formal warning be revoked, and should encourage the student to seek further help and support. In this case, the Attendance administrator should still be informed, but the formal warning will not be kept on file.

If a student who is given a formal warning a) does not return a statement signed by their supervisor or relevant Chair by the end of Week 3 of the following term (without good reason), or b) is issued with a further formal warning in the following term, then they will be asked to attend an Academic Progress Panel (APP) with the Chair of the Board of Studies in Philosophy.

If a student receives a further formal warning in a subsequent term during the course of their degree, and there are no exceptional circumstances, then they will be asked to attend a second APP with the Chair of the Board of Studies. Once a student has attended two APPs, any further formal warnings, in the absence of exceptional circumstances, will result in a recommendation to the University that their enrollment be terminated.