

Middlesex University Student Attendance Policy

The University Regulations (C2.1)¹ states that if a student has made a commitment to a taught programme of study, it is the responsibility of that student to attend scheduled classes and prescribed activities for the modules on which they are registered. In addition, Student Finance England and the Home Office (in the case of International Students) require attendance to be monitored.

This Attendance Policy is in place to encourage students to attend all of timetabled classes. Studies have shown that a good attendance record has a positive impact on performance and is therefore an important factor in helping students achieve and complete their programme.

We, at Middlesex University are keen to support students to help enhance their academic potential. One of the ways we can do this is by monitoring attendance which will allow us to track patterns of attendance and work with students to resolve any issues that may be impacting upon their ability to attend classes and help fulfil academic potential.

If you experience genuine problems which means you are unable to attend your timetabled classes you should notify the Student Achievement Team at attendance@mdx.ac.uk who may be able to offer support to help you overcome your problems. You should also notify your tutors, if they find your reason for being unable to attend satisfactory they may mark your absence as notified, and it will not count towards your attendance percentage. If your attendance is unsatisfactory without good reason we may have to take disciplinary action. We strongly recommend that you review Middlesex University's Attendance Policy² in full.

If you have any questions please review the frequently asked questions to see if your question is covered. If your question is not listed below please contact attendance@mdx.ac.uk.

Things students should know about Attendance

- Many parts of the University now use an electronic register that will generate reports showing student attendance.
- It is a student's responsibility to ensure that their attendance is recorded
- If a student misses two consecutive sessions on a module component that is using the electronic system they will receive an email from attendance@mdx.ac.uk reminding them of their obligations.
- If a student misses two consecutive sessions on a module component that is not using the electronic system you may be contacted by your Module Tutor,

¹ LINK

² LINK

Programme Leader, or Student Achievement Officer reminding you of your obligations.

- If you are absent from three consecutive sessions you will be advised to make contact with a Student Achievement Officer.
- If you miss four consecutive sessions you will be required to make an appointment with a Student Achievement Officer.
- Spot checks will be carried out to ensure that the attendance policy is not being circumvented; students should therefore make sure they have their student card when attending classes.
- Your punctuality and attendance are important; if you are frequently late or your attendance falls below the required amount specified in your programme handbook your student record will be reviewed. Following this you may be withdrawn for your module/programme.
- Any queries must be referred to attendance@mdx.ac.uk

Frequently Asked Questions

Attendance

1. How do I ensure my attendance is recorded?
2. How do I know which sessions I need to attend?
3. How is attendance monitored?
4. How is attendance calculated?
5. When is attendance taken and calculated from?
6. Will all students whose attendance is not acceptable be withdrawn from their module and/or programme of study?
7. I have a disability will the same attendance regulations apply?
8. What if my attendance meets the regulations for the Module/Programme/University but does not meet the requirements of the professional statutory body?
9. What happens if I change class/module/programme?
10. How do I change classes?
11. How do I change module/programme?

Lateness

12. Does Lateness count as absence?
13. Will there be any consequences for being late?
14. Can academic staff refuse entry if I am late
15. But doesn't this mean that if I am late and refused entry to class that this will count as an absence

Absence

16. Who should I inform if I am/have been unable to attend classes?
17. If I am unable to attend class and I inform the Student Achievement Team and my tutor in advance will this still be marked as an absence?

Circumventing the Attendance Policy

18. What is meant by circumventing the attendance policy?
19. How will these incidents be identified?
20. Does this mean students need to carry their student card when attending classes?
21. What do I do if I have witnessed incidents of the attendance policy being contravened or circumvented?
22. What will happen if I am found to be contravening or circumventing the attendance policy?

Attendance

1. How do I register my attendance and ensure my attendance is recorded?
If you are enrolled on a taught programme of study it is your responsibility to attend all scheduled classes and ensure that the tutor records your attendance.

To register your attendance successfully you must be fully enrolled and registered on the module. The module must have timetabled components such as (but not limited to), lectures, seminars workshops and labs. You must attend these timetabled classes and ensure that your attendance is recorded by your tutors.

2. How do I know what I need to attend?
Your personalised student timetable is available to view online through MyUniHub and this will show you the timetabled events that you must attend.

Some programmes still issue manual timetables, if you were provided with a manual timetable during Induction please ensure that you follow that and any updates from the programme team

Please check your email/MyUniHub regularly for updates and amendments to your timetable.

3. How is attendance monitored?

Attendance is taken in each class and the records uploaded to your student record. Reports will be downloaded and students who have missed at least 2 consecutive sessions on a module component are sent an email. Students whose attendance falls below the required minimum to meet the learning outcomes of the module/programme (as set out in the programme handbooks) will be in breach of the attendance policy and could be withdrawn from the module/programme.

4. How is attendance calculated?

Attendance is calculated weekly, all timetabled events contribute equally to a student's overall attendance record. Each week the total of timetabled classes will be added together to give the percentage of classes a student did attend, didn't attend, classes that were cancelled, or not recorded. Attendance will be calculated for the whole programme, the individual modules, and the individual module components (lectures, seminars etc.).

5. When is attendance taken and calculated from?

Attendance is taken and calculated from the first week of timetabled teaching.

6. Will all students whose attendance is not acceptable be withdrawn from their module and/or programme of study?

No. The attendance policy is in place to help identify students who may be experiencing difficulties and help overcome them where possible.

If your attendance falls below the required minimum a review of your record may take place, we may also ask you to contact us so we can provide the appropriate support.

We are committed to helping you achieve success in your programme. In most cases students will not be withdrawn and instead given the chance to improve attendance. However in some cases it may be in your best interest to be withdrawn from the module/programme. In these circumstances you will have the right to appeal if you meet the appeal criteria.

7. I have a disability; will the same attendance regulations apply?

Not necessarily, in the case of 'disability-related' non-attendance it may be necessary to make reasonable adjustments/allowances. Each case will be treated uniquely and we will seek to make a decision that is in your best interests.

8. What if my attendance meets the regulations for the module/programme/university but does not meet the requirements of the professional statutory body?

Where attendance requirements are specified by the relevant professional statutory body you are expected to additionally comply with these requirements which are published separately. Please refer to your programme handbook for these requirements.

9. What happens if I change class/module/programme?

If you change class/module/programme you must follow the correct process in order to update your student record and timetable, otherwise you will not be correctly registered and your attendance record will be incorrect. For more information about the correct procedure please see question 11 or talk to a Student Achievement Officer.

10. How do I change classes?

In the first two weeks of term you are able to make amendments to your own timetable on MyUniHub. After this time you must refer all changes to your Module Tutor.

11. How do I change module/programme?

If you wish to change a module or programme please contact a Student Achievement Officer.

Lateness

12. Does Lateness count as absence?

Not necessarily. However we would encourage you to arrive on time for all your classes.

13. Will there be any consequences for being late?

If you are more than 15 minutes late your tutor is within their rights to refuse you entry to the class.

If you are late and allowed to enter the class and the register has already been taken you must ensure that your tutor records your attendance or you may be marked as absent.

14. Can academic staff refuse entry if I am late?

Yes your tutor can refuse you entry to the class.

15. But doesn't this mean that if I am late and refused entry to class that this will count as an absence?

Yes. If you are more than 15 minutes late and your tutor refuses you entry you will be marked as absent.

Absence

16. Who should I inform if I am/have been unable to attend classes?

If you are/were unable to attend a scheduled class you should inform your tutor as a professional courtesy.

If you have a good reason for being absent this may be recorded as a 'notified absence' which will not count as an absence on your attendance record.

17. If I am unable to attend classes and I inform the Student Achievement Team and my Tutor in advance, will this still be marked as an absence?

Not necessarily. If you have a good reason for being absent your tutor may record your absence as 'notified absence' which will not count as an absence on your attendance record.

Circumventing the Attendance Policy

18. What is meant by circumventing the attendance policy?

Circumventing the attendance policy refers to anytime you sign in or register your attendance but do not attend the class. Likewise if you register on another student/s behalf this will normally also be considered to be circumventing the attendance policy.

19. How will these incidents be identified?

Spot checks will be carried out periodically to identify incidents of the attendance policy being circumvented. These checks will be carried out at the end of the class students will be asked to present their student card without delay or argument.

20. Does this mean students need to carry their student card when attending classes?

Yes, you should make sure you always have your student card when on campus particularly when attending classes.

21. What do I do if I have witnessed incidents of the attendance policy being contravened or circumvented?

You should inform the Student Achievement Team at attendance@mdx.ac.uk.

22. What will happen if I contravene or circumvent the attendance policy?

The first time you will be marked as absent and you will receive a written warning advising you of the consequences of further attempts to circumvent the attendance policy.

If you continuously contravene or circumvent the attendance policy you will face a charge of Academic Misconduct which would be dealt with in accordance with the [University Regulations](#).