

# Student Guide to Attendance

(This is **NOT** intended to replace, or be read instead of, the full University Policy on Attendance and Engagement which can be viewed on Moodle)

**As a student you are the centre of our world! We want to make sure we provide you with the best experience so you so you can successfully complete your studies. So...**

## WHY is it important you attend:

**Learning:** The lectures and seminars are a key way we help you learn and to learn with your fellow students. If you don't attend then it makes the learning more difficult.

**Money:** If you don't attend your student loan might be at risk. If you are having your fees paid for you by the Student Loan Company for example the University is required to monitor your attendance and failure to attend or complete work can lead to a loss of your funding.

## WHAT do you need to do:

**Timetable:** All our undergraduate students have a timetable of lectures and seminars. Make sure you know when these are and where on the campus they are!

**Card:** You must have your student ID card with you to record your attendance

**Scanners:** At each lecture or seminar the lecturer or tutor will have a scanner that will be passed around the class so you can scan yourself in with your student ID card– Easy!

## WHAT to do if you can't attend:

**Let us know:** We all have things that crop up, so let us know as soon as possible; in advance if you can. If you are going to be absent for a while we will need to talk with you about how you are going to be able to carry on with your studies.

## WHAT do we do:

**Monitor and Support:** We use the information we have about your attendance to provide reports and identify where we think some support might help you. Typically Programme Leaders, Personal Tutors and administrative staff in the faculty will be alerted if you don't attend.

## WHAT to do if you are thinking of leaving:

**Talk:** Sometimes we know that the programme of study might not have been the right programme for you and that it can be hard to study alongside other commitments. If you are having any doubts or problems there are lots of people to talk to and people who can try and support you. Your Personal Tutor, Lecturer, Student Support, Student's Union...

## WHAT happens if you don't attend:

**Withdrawal:** If you don't attend it is possible that we will have to withdraw you from your course and tell the Student Loan Company, but we will write to you at different stages to tell you that this is what we are doing.

## For some students things are a bit different...

**Postgraduate Research:** There will need to be recorded meetings, so discuss with your supervisor

**International:** Due to national government requirements there is a lot more that you have to do and we have to do, so please refer to the Policy on Attendance and Engagement.

## Need more advice or something not clear?

Contact [spc@glyndwr.ac.uk](mailto:spc@glyndwr.ac.uk)