COVENTRY UNIVERSITY LONDON
STUDENT POLICY ON MANAGEMENT OF STUDENT ATTENDANCE AND ABSENCE

(SUPERVISED/OFF CAMPUS MODULES)
1. Purpose

1.1 This policy provides guidance and information on the expectations of Coventry University London in relation to student attendance for supervised and off-campus modules (as distinguished from regular, taught modules). Supervised and off-campus modules take place in Term 4, for postgraduates, and Term 3 of Stage 3 for undergraduates.

1.2 This policy complements the Coventry University Group’s Student Attendance Policy, to which reference should be made for background and general guidance on attendance not specifically dealt with here.

2. Scope of the Policy

2.1 The policy covers all undergraduate and postgraduate supervised and off-campus modules programmes at Coventry University London. This policy also provides specific details for students who are a Tier 4 visa holder and also those who are sponsored financially to study at Coventry University London.

3. Rights and Responsibilities

3.1 A student has the right to be supervised by a member of academic staff who is skilled in the relevant discipline area for the module.

3.2 Students are expected to attend all activities for the module on which they are enrolled punctually and regularly, and it is their personal responsibility to ensure that they do so.

3.3 Students must meet all attendance and employer requirements as specified for individual modules.

3.4 International students who have a Tier 4 visa are required to meet the requirements of their Tier 4 sponsorship, as required by the Home Office and under Coventry University Group’s own policies relating to Tier 4 students.

3.5 Students should note that certain external agencies have the right to request information on their attendance (e.g. UKVI, Student Loans Company, sponsoring bodies, professional bodies with which courses are accredited).

4. Student Attendance Monitoring

4.1 All students taking supervised and off-campus modules will be required to adhere to the attendance requirements set out in the module.

4.2 If a student misses one supervision or submission, an email warning will be sent to the student.

4.3 If a student misses a further supervision or submission, a letter of withdrawal is sent to the student by email.
4.4 If a student has received a Stage 1 warning under the attendance policy for taught students, and misses a supervision or submission, then that student will receive a warning as per 4.2.

4.5 If the student has received a Stage 2 warning under the attendance policy for taught students, and misses a supervision or submission, then that student will receive a withdrawal letter as per 4.3.

5. Student Absences

5.1 For modules that take place on campus, absences are only authorised for events or activities organised by Coventry University London and are covered in the Coventry University Group’s Student Attendance Policy.

5.2 For modules that require students to be off-campus and with employers (undergraduate workplace projects and postgraduate internships) employers are required to report any absence of which they have not been notified within 24 hours.

5.3 Students may be withdrawn if there are more than two absences described in 5.2 where adequate evidence of extenuation has not been received.

<table>
<thead>
<tr>
<th>Responsibility of</th>
<th>Coventry University Group Registrar and Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval date</td>
<td>July 2014; updated October 2016; updated September 2018</td>
</tr>
<tr>
<td>Date of commencement</td>
<td>July 2014</td>
</tr>
<tr>
<td>Approved by</td>
<td>Coventry University Group Registrar and Secretary</td>
</tr>
<tr>
<td>Review date</td>
<td>January 2020</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidance, Forms or Templates</td>
<td>Deferral and Extenuating Circumstances Policy</td>
</tr>
</tbody>
</table>