UWTSD Birmingham Campus

Key Attendance Information

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CertHE Skills for the Workplace and CertHE Health and Social Care

1. Understanding Attendance

You are expected to attend all scheduled sessions on time and for the duration, come to class prepared, and be an active participant in both group work and your individual learning.

Each class included in your timetable in a given term is considered by the University to be a "scheduled session." On the CertHE Skills for the Workplace and CertHE Health and Social Care you have two scheduled classes each week and total of 20 scheduled sessions each term.

"Attendance" is defined as the physical presence (if on campus) and virtual presence (if online) of the student in the learning environment for the entire scheduled session. A student may be considered not in "attendance" if:

- they arrive late or depart early from the learning environment
- they are present on campus but are not in the learning environment
- they are present online but do not engage within the session

There is no such thing as an "excused absence" from your scheduled classes. Any class you miss will be counted in the same way.

If you are encountering problems with attendance or are worried about your studies you should seek assistance from Student Services team as early as possible, as options such as Interruption of Studies or recognition of Extenuating Circumstances might be available.

If you have been absent from a scheduled session, you are not exempt from the completion of any required work. You are responsible for communicating with your lecturers to ensure that you independently make up any missed work and understand material covered during a missed taught session.

If you fail to adhere to the Attendance Policy, you can be withdrawn from the course.

2. The Attendance Requirement

As a student at the Birmingham Learning Centre, you are required to maintain a minimum attendance rate of 70% in each term. We encourage you to strive for an attendance rate of 100% but we understand that sometimes illnesses or emergencies happen – that's why we give you an allowance of up to 30% of your sessions in each term.

Students from the CertHE Skills for the Workplace, CertHE Health and Social Care programmes have 20 scheduled sessions per term. That means, you can miss a maximum of six scheduled sessions in each term out of twenty or two in one interval.

3. Attendance Monitoring

Attendance percentage calculations are restarted at the beginning of each term. However, attendance warnings will remain throughout the level.

Each term, attendance is assessed at a series of monitoring periods. These monitoring periods are:

- Week 1 – Week 4 of term
- Week 5 – Week 7 of term
- Week 8 – Week 10 of term

A first warning will be issued via email if a student's attendance falls below 70%.

From this date until the next monitoring point, if a student has an 'Interval Attendance' of less than 70%, a second and final warning will be issued via email and text.

If the overall or interval attendance percentage is 70% or above at the next monitoring point no further action will be taken until the next monitoring point where the attendance percentage is again below 70%. If the attendance goes below 70% the student will receive either of the following:

- Invitation to an attendance meeting – if the student's attendance is between 60- 67% the student will be invited to discuss their attendance.
- Notification of withdrawal – if the student's attendance is 59% or below the student will be issued with a notification of withdrawal, with an option to appeal within five working days. The AP4 Administrative Appeal (Attendance) form must be completed and submitted to the appropriate team with new, documented, and verifiable evidence.

If no appeal is submitted within five working days, or the appeal was not upheld, students will be notified that they have been withdrawn by email (to their UWTSD student email account) and the appropriate authorities (e.g., UKVI/SLC) will be notified.

4. Marking attendance

Attendance will be taken by your lecturers in every scheduled session.

- Initial attendance is taken using a written register at the scheduled session's start time. It is your responsibility to ensure you sign the register in each scheduled session. The register will be passed around the class – please place your signature next to your name.
- Lecturers will also conduct a final attendance check at the schedule session's end time and may elect to carry out additional "spot checks" of attendance at any time within their session.
- Students will be marked late if arriving between 10 to 40 minutes after the beginning of their class/session. Students will be marked absent if arriving later than 40 minutes after the beginning of their class.
- Students will have their mark changed to late if they leave a class between 10 to 40 minutes before the end of their class/session. Students will be marked absent if leaving prior to 40 minutes before the end of their class. Remember, Late marks count against your overall attendance rate, and two late marks are equal to one absence.
- Your attendance can be seen on your MyTSD account within 24hrs of being recorded. It is your responsibility to regularly check your attendance on MyTSD.

- If you believe a mistake has been made in recording your attendance, you must contact your lecturer and provide them with your name, student ID, the title of the class, and its date. The Student Services team will check the register and, should your name appear on it, amend the record. It is not possible to amend an attendance record without your lecturer's confirmation or if you have failed to sign the attendance register.

Don't forget, students may, regardless of attendance levels, also be excluded by the exam/progression board for lack of academic progress.

BA Leadership and Management, BSc Health and Social Care, BSc Cloud Computing, BA Business Management, MBA Banking and Finance, and MBA General Management

1. Understanding Attendance

You are expected to attend all scheduled sessions on time and for their duration, come to class prepared, and be an active participant in both group work and your individual learning.

Each class included in your timetable in a given term is considered by the University to be a "scheduled session." Students who started before May 2021 from BA Leadership and Management, BSc Health and Social Care you have two scheduled classes each week and total of 20 scheduled sessions each term.

Students from BSc Health and Social Care (started from May 2021 term), BSc Cloud Computing, BA Business Management, and BA Leadership and Management (started from May 2021 term) have three scheduled sessions each week and total of 30 Scheduled sessions each term.

"Attendance" is defined as the physical presence (if on campus) and virtual presence (if online) of the student in the learning environment for the entire scheduled session. A student may be considered not in "attendance" if:

- they arrive late or depart early from the learning environment
- they are present on campus but are not in the learning environment
- they are present online but do not engage within the session

There is no such thing as an "excused absence" from your scheduled classes. Any class you miss will be counted in the same way.

If you are encountering problems with attendance or are worried about your studies you should seek assistance from Student Services team as early as possible, as options such as Interruption of Studies or recognition of Extenuating Circumstances might be available.

If you have been absent from a scheduled session, you are not exempt from the completion of any required work. You are responsible for communicating with your lecturers to ensure that you independently make up any missed work and understand material covered during a missed taught session.

If you fail to adhere to the Attendance Policy, you can be withdrawn from the course.

2. The Attendance Requirement

As a student at the Birmingham Learning Centre, you are required to maintain a minimum attendance rate of 70% in each term. We encourage you to strive for an attendance rate of 100% but we understand that sometimes illnesses or emergencies happen – that's why we give you an allowance of up to 30% of your sessions in each term.

Students who started before May 2021 from BA Leadership and Management, BSc Health and Social Care programmes have 20 scheduled sessions per term. That means, you can miss a maximum of six scheduled sessions in each term out of twenty or two in one interval. However, students from BSc Health and Social Care (started from/after May 2021 term), BSc Cloud Computing, BA Business Management, BA Leadership and Management, MBA Banking and Finance, and MBA General Management programmes have 30 scheduled sessions per term. That means, you can miss a maximum of nine scheduled sessions in each term out of thirty or two in one interval.

3. Attendance Monitoring

Attendance percentage calculations are restarted at the beginning of each term. However, attendance warnings will remain throughout the level.

Each term, attendance is assessed at a series of monitoring periods. These monitoring periods are:

- Week 1 – Week 4 of term
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