

Attendance Monitoring

The University has responsibilities for the pastoral care of students and also has a number of legal or contractual obligations to monitor students' progress and inform certain external bodies of students' temporary or permanent absence from their programme.

Students may also be required to fulfil any particular academic attendance regulations for their programme, which are specified in the Programme Regulations which can be obtained from the appropriate administrator.

Irrespective of whether their programme has formal academic attendance requirements, all students must 'check-in' regularly in order to record their attendance on their programme. Failure to do so may affect their academic progression and where relevant, any entitlement to support from the Student Loan Company or any Local Authority or other award, eg bursary/scholarships that the student is entitled to, or International Student visas.

To record attendance for these reasons, and to provide academic staff with attendance information which can be used for pastoral purposes, all undergraduate and taught postgraduate students are required to record their attendance at least once a week that they are in the University by checking-in their ID card at one of the 'check-in' points. These points are located in the Street at the de Havilland campus, at the Law School at St Albans, at Meridian House, throughout the principal buildings used for teaching at College Lane, the LRCs at both College Lane and de Havilland campus, the Forum and the de Havilland Restaurant. These points are clearly identified with signs. For Research students' attendance information please refer to the Research Students' Handbook.

Where students on certain programmes of study are required to record their 'check-in' within particular time "windows" each day (for instance, before 9.30 a.m., or during both the mornings and afternoons) this will be notified to the students on those programmes at the beginning of the academic year. For other students, there is no requirement as to where or when the 'check-in' must be made, other than the general requirement to record attendance at least once a week. Students attending programmes involving blocks of teaching should 'check-in' on each day that they attend at the University.

The reader will indicate whether your card has been recorded successfully by displaying your name.

If a check-in point does not record correctly, please try again, if necessary using another check-in point. If you are unable to make your card work successfully, please report this in person to the ID Office at College Lane (Butler Hall). If you have difficulties with access to the readers, then please report this to your Programme Tutor.