

SCOT Annex 1 - Student Attendance Monitoring Policy

1. Students are required to attend and engage with their studies in the manner dictated by the specifics of their programme of study. This policy applies to all taught students, diploma, advanced diploma, higher national diploma and undergraduate, at all levels of study.
2. Unauthorised absence which causes concern to your Faculty will result in the following action:
 - 2.1. Your attendance will be monitored at all teaching events weekly and the faculty will check your attendance record. If your attendance is less than 80% for the period, the Faculty will contact you regarding your attendance; this correspondence will contain appropriate advice and guidance for you in relation to engagement with your studies.
 - 2.2. If your attendance does not improve and/or you are not able to provide a satisfactory explanation for non-attendance and/or there is insufficient evidence of academic engagement, you will be deemed to have a disciplinary action preferred by Board of Academics.
 - 2.3. If your attendance otherwise causes concern, but is not nil, your Faculty will contact you to discuss your academic obligations and work with you to encourage re-engagement with your study. This will include investigating other forms of academic engagement including but not limited to Student Learning Management System (LMS) activity and Library visits.
3. Any student whose registration is terminated for non-attendance will be permitted to apply to rejoin the University after submitting an appeal to the Board of Academics.
4. Students who wish to appeal a Faculty's decision to terminate registration must do so in writing to the Student Services Executive (within 21 working days of formal notification of the decision).
5. The Student Services Executive will review the case to ensure proper procedure was followed and put the appeal to Board of Academics. Their decision is final and not subject to review by any other Institute/ University body.