



Bangor University's Residency and Attendance Monitoring Policy

Residency

It is expected that full time students studying at Bangor University will normally live in Bangor or in the immediate vicinity. All students must provide an up to date address and contact telephone number whilst studying at the University.

Monitoring Your Attendance

The University has a duty of care to its students; ensuring that each student makes the most of the learning opportunities available to them. In line with the Student Charter, students will be expected to attend **ALL** timetabled teaching sessions for their degree programme.

Your School will monitor:

- Your attendance at seminars, tutorials, laboratory sessions and on professional placements (including placements for language students)
- Your attendance at exams
- Your submission of assignments
- Your attendance at Personal Tutor / Supervisor meetings

Your School will also undertake a random sampling of attendance at lectures.

Any unauthorised absences will be recorded by your school.. A points-based system will be used to record unauthorised absences and your school will monitor your attendance record throughout the year. Points awarded will depend upon the event/activity missed. Where your attendance record gives cause for concern, your School will contact you to discuss the reasons for this and also to identify any additional support that you may require.

If any absences occur due to special circumstances (e.g. illness or family bereavement) you must inform your school as soon as possible so that your records can be updated. To support your absence, your school may seek additional evidence e.g. a doctor's note

If you require time away from University and from your studies, you must contact your school to inform them of your plans in advance of your absence

If you feel that an unauthorised absence has been mistakenly recorded, you should contact your school as soon as possible.

International Students:

As an International Student, if you miss a succession of timetabled teaching sessions, your school will contact you to discuss further why you have been absent. If the reasons for your unauthorised absences are not deemed satisfactory, the University is obliged by UK law to inform the UK Border Agency which may have consequences for your student visa and on your ability to continue studying in the UK.

Therefore it is extremely important that you attend all of your timetabled teaching sessions and inform the school if you have any planned absences.

If you plan to be absent from the University at any point during your studies as a registered student, you must inform your school of your plans well in advance of your absence and ensure that your contact information is up to date.

Please remember that you must have a valid student visa for the whole duration of your university course. If you need help with your visa application, please contact the International Student Support Office.