

SCTEI Progress and Attendance Policy

1. The structure of Common Awards means that sufficient attendance at contact hours is a necessary part of both learning and assessment. Insufficient attendance means both that the absent student misses important course content and also that the group is deprived of that student's insights and experience in a context where shared learning has a high value.¹
2. The policy of the SCTEI is therefore that all students are expected to attend 100% of the contact hours specified for each module by the relevant formation centre, and that any absence shall be agreed in advance with the core staff of that formation centre.
3. A register shall therefore be taken at each teaching session or equivalent to record student attendance.
4. Whether or not agreed by the core staff of the relevant formation centre, should attendance by any student at specified contact hours for any module fall below 70%, then that student shall normally be unable to obtain credit for that module. (The number of 70% shall in all cases be rounded upwards to reflect the precise number of sessions in that module.²)
5. In every case it shall be at the discretion of the formation centre both to require a higher attendance percentage for any module (it shall in all cases not normally be lower than 70%) and to decide how to establish appropriate attendance percentage across modules with more than one type of contact hours (e.g. a mixture of study days, residential weekends and evening tutorials).
6. Should a student be unable to obtain credit for a module due to insufficient attendance, then the core staff of the formation centre will discuss with the student how those credits may be made up, through taking a different module or modules at another time or even by delaying completion of training.
7. In all cases this policy is subject to the Common Awards regulations on student absence due to illness or other serious adverse circumstances.³ These can be found at <https://www.dur.ac.uk/common.awards/policies/illness/>, and in cases covered by these regulations different processes will apply.

¹ Common Awards Core Regulation 9 (a) states that all students registered for validated programmes of study are required to fulfil the attendance requirements of the TEI as specified in the programme regulations or the appropriate handbook issued by the TEI. More information can be found at <https://www.dur.ac.uk/resources/university.calendar/volumeii/2017.2018/coreregscaug.pdf>

² E.g. a module with five sessions would have an attendance requirement of 80%, representing four sessions of the five. Eight sessions would have an attendance requirement of 75%, representing six sessions of the eight.

³ These are defined by the Common Awards regulations as, "Exceptional personal circumstances, outside your control, that have prevented you from either acquiring or demonstrating the skills, knowledge or competencies required to meet the learning outcomes associated with an assessment that contributes to the qualification for which you are studying, notwithstanding your best efforts, in consultation with your TEI, to mitigate those circumstances." See <https://www.dur.ac.uk/common.awards/policies/illness/>