

BEDFORD COLLEGE

Academic Performance Procedures

Student Guidelines

ATTENDANCE AND PUNCTUALITY

We expect 100% attendance and will take action if you are absent without satisfactory explanation or your attendance causes us concern.

An acceptable explanation must be given to your personal tutor or lecturer as soon as possible as to why you were late or absent. If you arrive late, you are expected to apologise and take your seat quietly without disrupting the class.

Full time students

You are expected to attend all of your classes and tutorials and to arrive on time. If you are unable to attend College for any reason you must telephone your tutor or student personal adviser before 10.00 am. If they are not available, leave a message or call back later. (If you are on an EMA or ALG you must also email ema_bedford@bedford.ac.uk within 2 working days of your return to College at the latest.) Shuttleworth students who are unable to attend should ring Student Services before 10.00 am.

We will monitor your attendance and action will be taken if:

- you are absent for unacceptable reasons for more than 10% of any term
- you are absent for more than 3 days at once
- your attendance shows a pattern of decline
- your absences show a pattern e.g. every Monday morning
- you regularly arrive late without good reason.

If your attendance and/or punctuality provide cause for concern you will have to follow one of the courses of action outlined below:

1. You will have an individual tutorial where you will set goals and create an action plan to help you attend more regularly and punctually.
2. Your student personal adviser or personal tutor will make contact with you to find out why you are not attending and discuss what help you need to improve your attendance and punctuality.
3. If you still fail to meet the required standards of attendance and punctuality then the College may take disciplinary action.

Part time students

Action will be taken if:

- you miss classes for 2 or more weeks
- you fail to fulfil the terms set out by your employer or training provider.

One of the steps outline above will then be carried out.

Unexplained absence for 4 or more weeks for **full or part time students** could lead to you being removed from the College roll. If you have long-term health or personal problems it is therefore important to keep us informed.

STUDY/WORK PERFORMANCE

Action will be taken if:

- you stop other people working by being disruptive
- you regularly hand in work late or incomplete
- you are not working to your full ability
- you have copied work
- you copy work from other sources but fail to acknowledge them e.g. do not fully reference your work.

Your tutor will then:

- discuss the concern with you in an individual tutorial interview
- agree and record the action to be taken
- start disciplinary procedures if you still fail to meet the required standards.

EQUALITY AND DIVERSITY STATEMENT

Bedford College is committed to the promotion and development of equality and diversity. We aim to provide a working and learning environment which values individuals equally regardless of age, disability, race, gender, religion or belief, sexual orientation or re-orientation, marital status or trade union membership.

This procedure is implemented in accordance with our policies on equality and diversity. Actions taken in relation to a student's attendance, punctuality and work performance are not influenced by their background and each situation is dealt with on its own merit.

Lesley Ferguson
Director of Student Services