

Attendance Policy **Department of Electrical and Electronic Engineering**

Background

Our engineering curriculum is demanding and engineering practice requires a rigorous approach. Our timetabled teaching activities give you a structured learning environment to support this. They give you access to experts in the field with a wealth of knowledge who are well placed to answer your questions in their topic area. The sessions also allow networking among peers that can become invaluable for your future career. Therefore, regular attendance is important for you to maximise your learning opportunities and meet the learning outcomes of your programme. Absences from teaching activities not only impact your progress towards becoming a professional engineer, but also negatively impact on the learning experience of the other students in your group. As such, the Department expects that all students attend and engage with all the Department's teaching activities.

Attendance and engagement across all teaching activities are monitored and can be considered by the Department in any discussions and decisions regarding the studies of its students.

The College's policy on attendance and engagement can be found in the [Unsatisfactory Engagement Policy and Procedure](#) document. Under this policy, students who repeatedly fail to attend without permission may be asked to withdraw from their programme of study.

This document complements the above policy and focuses on the first and second years of studies in the Department of EEE and outlines the steps the Department will follow when a student has unexcused absences in certain key compulsory teaching activities, namely the personal tutorials and the laboratory sessions in Years 1 and 2.

Requests for not attending a lab or personal tutorial should be made **prior** to the event, whenever possible, and be sent to the Personal Tutor who will consider the request.

Procedure – Informal action

The Department expects all Year 1 and Year 2 students to attend at least 80% of the timetabled labs and personal tutorials. In case a student fails to attend without permission more than 20% of timetabled labs or personal tutorials, a member of staff (usually the Personal Tutor) will seek to contact them (normally by e-mail) to explain their concerns and to offer support and guidance.

If the above action fails to lead to a response or a return in engaging with studies to the expected level within 10 university working days, then the Senior Tutor (ST) or Director of Undergraduate Studies (DUGS) will seek to make contact (normally by e-mail) with the student.

IMPERIAL

If the above action fails to lead to a response or a return in engaging with studies to the expected level within 10 university working days, then the formal procedure will be invoked as outlined below.

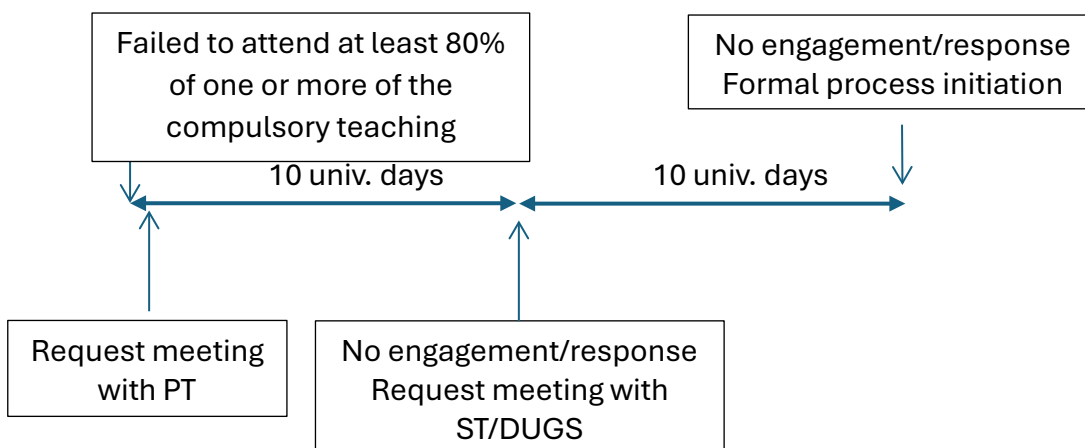
Procedure – Formal action

The Department will follow the procedure as outlined in the [Unsatisfactory Engagement Policy and Procedure](#) document. Possible outcomes for a student who fails to engage with their studies by the end of the warning period (i.e. informal action), are:

- disallowed from the in-session resit period (if module(s) are failed),
- or withdrawn from the programme ([Unsatisfactory Engagement Policy and Procedure](#)).

Timeline

The timeline of the above process is illustrated below.



Document title:	Attendance Policy		
Version:	0.1	Date:	Nov 2024
Approved:	DTC – Nov 2024 Chair's action – Oct 2024 (Consultation: ST, Director EEE, Director of EIE)		
Effective from:	Oct 2024		
Originator:	DUGS		
Notes and latest changes:	Refines expectation with respect to Y1 and Y2 years of studies		