Tutorial Attendance Policy

Policy Number:	3.4.4
Responsible Officer:	Deputy Vice-Chancellor, Learning, Teaching & Student Services
Policy Editor/Contact:	Faculty Deans
Approving Authority:	Senate (Special Senate Meeting 1/18)
Date Approved:	24 July 2018
Review Date:	24 July 2021

1. Overview

Where scheduled, tutorials are an integral part of learning and tutorial and/ or laboratory attendance is mandatory.

Faculties/ academic unit may set additional requirements for laboratories and tutorials as long as they are communicated to the students in course outlines and are not in contravention of this policy.

2. Objective

To support student achieve course learning outcomes through these learning activities.

3. Definitions

Tutorial
An interactive teaching technique in which a small group of students (e.g. 20-25 students) interact, usually once or twice a week, with an academic or academic support staff for directed learning.

Computer laboratory
A general purpose or specifically designed laboratory containing desktop computers or laptops available to all students on every campus

At-risk Student
A student who shows early indication(s), or past history, of unsatisfactory academic performance or non-academic circumstances, putting them at risk of failure.

4. Policy

(a)   Any course that has a tutorial component must comply with this Policy.

(b)   Students must attend 60% of the required tutorials or computer laboratories;

(c)   Students who do not meet the minimum 60% tutorial attendance requirement will fail the course regardless of their overall performance in the course

(d)   Students with valid extenuating circumstances for non-compliance must receive written approval from the Head of School or academic section for exemption from this Policy.

(e)   Course assessment cannot be awarded for tutorial attendance only.

(f)   Any additional tutorial support for at-risk students may be included as the minimum tutorial requirement.

5.   Related Documents

a)   [Assessment and Associated Regulations](#)
b)   [Undergraduate and Postgraduate Programme Requirement and Admission Regulations](#)
c)   [Tutorial Attendance Procedure](#)