

Confirmation of Informal Attendance Meeting LTS025

PERSONAL DETAILS

Student Name:

Student number:

Course:

Year of Study:

Adviser Name:

MEETING DETAILS

Did the meeting take place?

Yes
No

Date of meeting

Summary of main issues discussed:

Checklist (tick any that were discussed):

Importance of attending all Teaching Events

General Regulation 13 (Attendance, Engagement, Progress)

Notify seminar leaders & LTS of absence in advance

Make another appointment to see Adviser

Check timetable regularly for changes to rooms

Meet with UEA Counselling Service

Contact Medical Centre/Obtain Medical Certificate for medical issues

Tier 4 visa at risk as consistently excellent attendance is a requirement for their visa. If Tier 4, ensure that student is aware that "Continued failure to engage could result in the University's sponsorship being withdrawn and being withdrawn from their studies. The result of this action is that the student's visa will be curtailed and the student required to leave the UK."

Submit evidence of extenuating circumstances to LTS Hub - EC Policy

Contact Student Support Service (SSS) regarding:
Personal support, advice and guidance
Dyslexia support
Disability coordinator
International Student Advisory Team (ISAT)
Learning Enhancement Service
Finance Team

Obtained Advice from Student Union Advice Centre

Other (describe):

Please refer to the Tableau report for Attendance Monitoring as this includes all the relevant data and may differ from what the student was able to see from e:Vision (which excludes data from self-reported absences). Please return this to your LTS Hub.

For more information on how we use your information, please see: <https://www.uea.ac.uk/about/legalstatements/data-protection-for-webforms>

Agreed Action Points

1.

2.

3.

4.