Students registered on the International Foundation Programme, Graduate Diploma and Pre-sessional programmes are expected to demonstrate academic diligence by:

- Attending all timetabled seminars, lectures, tutorials, workshops & in-course tests
- The submission of coursework by deadlines indicated
- Full engagement in seminars, lectures, workshops and tutorials
- Attending a meeting with their Academic Adviser at least once a term (IFP & GDip only)

**Academic Diligence monitoring**

CEWL’s Student Support Officer monitors student attendance on a weekly basis and contacts students who fall below the minimum level of 75% attendance in any one week. Once contacted, student’s attendance is expected to improve and students are expected to engage with any support that has been recommended.

Students are also required to submit coursework by the deadlines given and attend all in-course tests and tutorials.

Poor academic diligence is treated seriously in CEWL and students are required to attend a meeting with our Senior Tutor for the following:

- A student’s overall unauthorised attendance level fall below 75%
- Non-submission of coursework
- Failure to attend an in-course test
- Levels of engagement continue to be a concern

Students with below 75% attendance or poor engagement will be given two weeks to improve their academic diligence before attending a follow up review meeting with the Senior Tutor. Any further concerns thereafter may result in the following:

- A Senior Tutor Warning
- A Head of School Warning
- The student’s registration at the university is terminated

All of the above represent formal student warnings and are recorded on a student’s file.

For more information regarding the University of Kent Academic Diligence policy please see [https://www.kent.ac.uk/fso/procedures/academic-diligence.html](https://www.kent.ac.uk/fso/procedures/academic-diligence.html).

**Arriving late to class**

Arriving late to class is both disruptive and discourteous to your teacher and colleagues; therefore, you must make every effort to arrive in class on time. Although on occasions, circumstances beyond your control may result in your late arrival, persistent lateness may result in disciplinary action being taken and is likely to affect your attendance record. Students are reminded that classes start at five minutes past the hour and end at five minutes to the hour to allow students ample time to travel across campus should one timetabled session follow another.

**Authorised absence**

We ask students out of courtesy to email their tutor, cc’ing cewlsupport@kent.ac.uk, to notify them if they are unable to attend a seminar, lecture or workshop, however the absence will not be authorised.
Students can request for their absence to be authorised however this will be approved only if the student’s reason fits within one of the categories set out in the table below and the student provides timely and credible evidence for their absence. Timeliness will be defined as within 5 working days of the absence. Credibility of the evidence will be judged by the authenticity, detail and legitimacy of the provider of the evidence.

<table>
<thead>
<tr>
<th>Medical</th>
<th>The evidence required to support absences in these categories is set out in the Credit Framework Annex 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement</td>
<td><a href="https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html">https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.html</a></td>
</tr>
<tr>
<td>Personal</td>
<td>For events such as transport strike, religious holidays, etc, a pragmatic decision will be made about the legitimacy of these events and if there were reasonable alternatives which would have avoided the absence</td>
</tr>
</tbody>
</table>

To request an authorised absence students must email cewlsupport@kent.ac.uk within 5 working days of the absence with the required evidence and stating the dates and modules affected. An email will be sent in response confirming whether the absence has been authorised.

**Students with a Tier 4 Student Visa**

Students in the UK with a Tier 4 student visa are required to engage fully with their studies as a condition of their visa. This includes attendance at all timetabled events. Students who miss ten consecutive attendances without valid reason will have their Tier 4 Sponsorship withdrawn and registration at the University of Kent terminated.

For more information please see https://www.kent.ac.uk/studentimmigration/during-your-studies/attendance-and-study.html.

**Behaviour and engagement**

The Centre for English and World Languages expects students across all courses and modules within the Centre to behave in an appropriate and respectful way at all times. This includes:

- arriving to lectures, seminars, workshops, tutorials & in-course tests on time
- being fully prepared for lectures, seminars, workshops and tutorials
- listening and actively engaging in class at all times
- working with fellow students during group work tasks
- communicating with students and staff at the university either in person, electronically or via telephone promptly and respectfully

Inappropriate behaviour will be dealt with in accordance with University regulations on student discipline in relation to non-academic matters, as outlined on the University website at https://www.kent.ac.uk/studentservices/complaints/student-discipline.html.

If a tutor is concerned about a student’s behaviour and engagement in class this will be raised directly with the student concerned in the first instance. If no improvement is made CEWL’s Senior Tutor and Pathway Managers will be informed, however should the offence or circumstances sufficiently warrant further disciplinary action, it will be reported to the appropriate College Master.