

Attendance Monitoring Form

For all Tier 4 visa students on IFP, UG and PG courses attending taught modules.

Personal Details to be completed in capitals by the student:	
Student ID Number	
Full Name	
Student Signature	
Class Details to be completed on two occasions every week by student: ¹	
Contact Point 1	
Title of class attended	
Module Code of class attended	
Date of class	
Time of class	
Name of Tutor taking the class	
Signature of Tutor	
Contact Point 2	
Title of class attended	
Module Code of class attended	
Date of class	
Time of class	
Name of Tutor taking the class	
Signature of Tutor	
For PGT students writing up Dissertation/Research students to be completed monthly Please provide details of the progress made on your dissertation/research since the previous contact with your Supervisor:	
Date of Supervision	
Name of Supervisor(s)	
Signature Supervisor(s)	

Please ensure that this form is returned to the International Office weekly. Attendance monitoring records will be subject to routine checks to confirm the authenticity of lecturer/seminar taker signatures.

V4 November 2013

¹ Students taking courses, such as the MA Management and Entrepreneurship, will submit the form fortnightly to take account the mode of Programme delivery.