

# Code of Practice on Attendance at Tutorials and Classes

Most undergraduates take their work seriously and organize their time responsibly. A few do not. This causes considerable inconvenience to both internal and external tutors, and can cost the College in various ways. It is therefore unfortunately necessary to draw up the following code of practice.

1. Undergraduates must attend all tutorials and classes, arriving punctually, and submitting the required written work by the date agreed with the tutor. Tutorials and classes should be missed only for very good reason, such as illness, or bereavement. Social activities do not constitute a good reason. Tutors must be notified in advance if a tutorial is to be missed; this should always be done in writing when an external tutor is concerned.
2. Failure to produce an essay, except in the circumstances outlined above, may mean that the essay will not be assessed. The decision is at the discretion of the tutor.
3. External tutors are entitled to payment from the College for the tutorials and classes they give to our undergraduates. They still have to be paid even if the undergraduates do not turn up. If this happens without good reason, and/or without notice, the undergraduate may be held liable for a fine.
4. Tutorials with internal tutors will not be re-arranged unless they are missed for a good reason (as specified above), and notice of absence is given in advance.