

**University of Manchester**  
**Faculty of Humanities**  
**Excluding Students for Non-preparation (Guidance<sup>1</sup>)**

**1. Background**

1.1 At the Faculty's Teaching and Learning Committee meeting (05/11/14) the potential exclusion of students from teaching activities, due to their non-preparation, was discussed. It was agreed that students have the option to not prepare if they do not wish to, however at the point that non-preparation impinges on the effectiveness of teaching for the tutor, and thereby other students then it needs to be addressed.

1.2 The Student Charter<sup>2</sup> states that

“As a student I will... Attend, and prepare for, all my scheduled teaching sessions and other learning events, such as induction and meetings with academic advisors”.

“Together we will... Actively engage with all learning opportunities with the aim of constructively challenging and broadening one another.”

**2. Principles**

The principles listed below in relation to the exclusion of students from tutorials/seminars for non-preparation were agreed.

2.1 Course unit curricula should be designed so as to encourage participation/ engagement/ preparation.

2.2 Students must be given sufficient time to prepare.

2.3 Students who appear unprepared should at first be given the benefit of the doubt. There may be good reason why a student turns up to a tutorial/seminar unprepared. Some students are naturally quiet which may give the impression that they are unprepared.

2.4 It is not acceptable to require a student to leave the tutorial/seminar immediately without investigating why they are unprepared.

2.5 It is not acceptable to investigate the reasons for the student's unpreparedness in front of other students. The tutor should investigate the reasons privately with the student after class.

2.6 It is good practice to inform the student how their unpreparedness impacts on the effectiveness of the teaching and on the other students.

2.7 The student must be warned by the tutor of the consequences of subsequent non-preparation without good reason.

2.8 The tutor should ask the student to inform him/her before the class if they are not prepared again.

2.9 If unpreparedness forms a pattern, each instance should be flagged and treated initially as a wellbeing issue, in liaison with the student's Academic Advisor or School Wellbeing Office (or equivalent).

---

<sup>1</sup> A Guidance Note or a Code of Practice is an advisory document that indicates a course of action that will usually be followed unless there is a good reason for not doing so.

<sup>2</sup> <http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/>

Document Control Box	
Policy Procedure Title:	Excluding Students for Non-preparation
Date Approved:	22 April 2015
Approving Body:	Faculty of Humanities Teaching & Learning Committee
Implementation Date:	April 2015
Version:	V1
Supersedes:	N/A
Previous Review Dates:	N/A
Next Review Date:	April 2016
Related Statutes, Ordinances, General Regulations / Policies	Regulation XX – Monitoring Attendance & Wellbeing of Students <sup>3</sup> ; Policy on Recording and Monitoring Attendance <sup>4</sup>
Related Procedures and Guidance	Faculty Guidance on Group Work and Assessment <sup>5</sup>
Policy Owner:	Faculty of Humanities Teaching & Learning Committee
Lead Contact:	Lisa McAleese

<sup>3</sup> <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1895>

<sup>4</sup> <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=20846>

<sup>5</sup> [http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/assessment\\_feedback.html](http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/assessment_feedback.html)