

Prifysgol Glyndŵr Wrecsam  
Glyndŵr University Wrexham

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29<sup>th</sup> May 2013

Dear Mr Gaunt,

Your request for information received on 9<sup>th</sup> May 2013 has now been considered and the information requested is given below.

**Request:**

1. Your policy and guidance for Students when their lecturer is absent, unavailable or cancels lectures at short notice.
2. The guidance supplied to lecturers for attendance and level of support they should provide to students.
3. The number of lectures cancelled at short notice by lecturers as a result of sickness.
4. The number of lectures cancelled at short notice by lecturers as a result of the lecturer working from home.
5. The total number of cancelled lectures.
6. The number of cancelled lectures that have reinstated as a result of providing a supply resource.

**Response:**

1. There is currently no University level policy or guidance for students when their lecturer is absent, unavailable or cancels lectures at short notice. However, there is a policy in development that will be published in the Student Handbook for the next academic year.

Currently, it is the duty of the School Offices to notify students via text, email or advising students at the classroom when a lecture has been cancelled at short notice.

It is the responsibility of the lecturer to reschedule any postponed lectures. The learning opportunities can be rescheduled as lectures, video lectures on the University's Student Moodle or lecture notes and tutorial sessions.

2. Please find below a link to the following document; *Details of Professional Contract for Academic Staff*. The document contains information on the level of support that should be provided to students. <http://glynfo.glyndwr.ac.uk/course/view.php?id=15> The document can be found under the Terms and Conditions of Employment section.

3. Glyndŵr University is unable to disclose this information as we do not maintain any records relating to it.

4. Glyndŵr University is unable to disclose this information as we do not maintain any records relating to it.

5. Glyndŵr University is unable to disclose this information as we do not maintain any records relating to it.

6. Glyndŵr University is unable to disclose this information as we do not maintain any records relating to it.

If you are dissatisfied with the handling of your request please contact the Freedom of Information Officer at [foi@glyndwr.ac.uk](mailto:foi@glyndwr.ac.uk).

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Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire SK9 5AF  
Telephone: 01625 545 700

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Yours sincerely

**Michael Williams**

**Freedom of Information Officer**