

Attendance Policy

Students are responsible for:

- Attending all learning and teaching sessions associated with their programme of study;
- Notifying their module tutors/supervisors in advance (e.g. in person, by phone or email) that they expect to be absent from timetabled classes;
- Obtaining prior permission (e.g. in person, by phone or email) from their nominated Academic Leader/supervisor for planned absences for two or more days during term time;
- Notifying their School/Centre/Department Office in respect of unplanned or unforeseen absences from classes by 09:30 hours and, if requested by their tutor, providing a medical certificate or other corroborating evidence to explain their absence within 24 hours of their return.

Absences

Students are responsible for satisfying all academic objectives as defined by the programme. Absences are recorded from the first timetabled class.

In general, acceptable reasons for absence from class include illness, serious family emergencies, special curricular requirements (e.g., programme field trips, professional conferences), military obligation, severe weather conditions, Ministry imposed closures, religious holidays and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved.

Students cannot attend classes unless they are registered, enrolled and all fees have been paid. The Administration Office provides official class registers to Tutors.

If students do not attend at least one of the first 5 class meetings of a programme in which they are registered, have not contacted the department to indicate their intent, they can be removed from the programme. Students must not assume that they will be dropped, however, if they fail to attend the first few days of class.

The department will notify students that have been dropped from the course via phone call and email to the designated email address. Students may request reinstatement on a space-available basis if they present documented evidence of good reason for absence.

Attendance expectation while on the course is at least 80% for each module/unit undertaken. Failure to meet this expectation may result in repeating the module.

Students should notify the institution of their absence by 09:30 on the day, they should indicate the reason for the absence and the date on which they expect to return. Where an absence is longer than 2 days, this should be discussed with the Tutor to assist with planning workload.

Holidays and trips longer than one week should be scheduled outside of term time to ensure that the student is not disadvantaged by missing class. Any foreseeable absence must be agreed with the institution in good time.

Time keeping

Students should arrive on time for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors.

Unsatisfactory attendance includes failure to attend regularly learning and teaching sessions without providing a satisfactory reason to tutors for absence and/or persistent late arrival at, or early departure from, learning and teaching sessions.

If students arrive more than 15 minutes late for class, they will not be permitted to enter. Students should report to reception/Administrator, the Tutor will be informed of their arrival and it will be at their discretion to grant admission to class.

Students are required to return to their respective classes after any break/ recess as per instructions provided to them. Failure to return to the classes at the given time after the break/ recess would result in the student at default being marked **absent for the entire lecture**. Students who are late returning from tutor assigned breaks will be required to meet the reception/Administrator providing reasons in writing for their tardiness. Students will be required to refrain from entering their classes without permission facilitated by the reception/Administrator.

Penalties for Poor Attendance

Students will incur penalties for unacceptable absence. These penalties are in place to give students the best chance at meeting the academic standards required by the course. Unacceptable levels of attendance may result in the student having to repeat the module and in extreme cases - expulsion from the course.

It is part of this Policy that the Tutor will inform the student sponsor, parent, guardian should their attendance become a threat to their work or an inconvenience to the class.

Students are reminded that where the programme of study allows mitigating circumstances to be submitted, it is their responsibility to provide the information required by the published deadline.

Last Updated: September 2015