



VILLA COLLEGE

# Academic Board

## VILLA COLLEGE STUDENT ATTENDANCE POLICY

Policy No: VCPD/2012/03.01

### 1. Objective

- To ensure consistency is established with regard to student attendance requirement for subjects delivered across Villa College with Maldives Qualification Authority's Framework.
- To establish consistency in administering student attendance.

### 2. Attendance requirement

2.1 Attendance is compulsory for all students. Students should observe exemplary, regular attendance to all classes, tutorials, workshops, lab classes and practical sessions.

2.1.1 Attendance will be marked according to the 'Procedure for Marking Attendance'.

2.2 A student must attend at least 75% of the total number of classes allocated to a particular subject.

2.3 In an event where a student fails to acquire 75% attendance for a particular subject, the student will be barred from sitting the final examination for that subject, unless the student meets either of the following requirements;

2.3.1 Achieve an average of 75% Attendance for all modules in the Semester concerned.

2.3.2 Achieve an average of 75% Attendance for all modules in all past Semesters.

2.4 In specific subjects where greater than 75% attendance is mandatory, a student must meet the required percentage of attendance. Failure to do so will result in student being barred from sitting the final examination of that subject.

2.5 Students failing to meet the 75% attendance requirement at the end of the semester will be provided with one of the following rulings from the Academic Board

2.5.1 Repeat the entire subject in another semester

2.5.2 Grant exemption from assignment but attend classes to acquire 75% attendance

2.6 Any student repeating a module due to failing or obtaining an 'I' grade but has already obtained a cumulative attendance of 75% in a previous semester, will be allowed to sit for the final exam without attending classes.

2.7 It is the responsibility of the student to ensure that 75% attendance is achieved at all times. However, to ensure better guidance, students will be informed through 'Notice on Attendance' regarding their attendance as per Table 1 of 'Procedure for Marking Attendance'.

2.8 If a student wishes to check attendance of the student, a request needs to be submitted to the respective faculty through a 'Request for Attendance Check' slip. Response to the request will be provided to the student through the 'Statement of Attendance' at the earliest.

2.9 Students will be provided attendance for the absent classes if any of the conditions in section 3 is being met.

2.10 A Student Attendance Chart will be displayed by each faculty or centre on the respective notice boards at the end of 6<sup>th</sup> week.

2.11 It is the responsibility of the student to ensure that a contact number and e-mail address be communicated to the Registration Department at the beginning of a programme. Any changes in either needs to be communicated to the Registration Department through 'Change of Contact Details' slip at the earliest.

### **3. Provision of attendance for absent classes**

Student will be provided attendance for absent classes under the following procedure.

3.1 For any foreseen absence, students must request for leave, in writing to the Course Coordinator at least 2 working days before the beginning of the absence.

3.1.1 If the absence is due to work commitment, then a letter must come from the immediate supervisor or head of the institution explaining the nature of the absence and number of days student must be granted the leave.

3.1.2 If the absence is due to family or personal reasons such as medical treatment of the student or immediate family a letter requesting for absence needs to be sent by the student him/herself. And when the medical emergency is being met, necessary documentation needs to be provided. If the student fails to provide the necessary documentation no attendance will be provided for the absence.

3.1.3 If the absence is due to student leaving for Hajj or Umrah, a letter with accompanying documentation should be provided.

3.1.4 If a student has a medical condition or work related condition that could affect the student's attendance (either absence or delay), a written communication needs to be submitted, with supporting documents, to the Course Coordinator within 1 week of start of semester or condition observed.

3.2 If the student is met with unforeseen absences such as sudden sickness of the self or immediate family, passing of a relative or sudden work commitment a letter with accompanying evidences are required within 5 days.

#### 4. Approved official leave

4.1 Approved official leave from the classes can be given to a student up to 6 weeks of consecutive leaves. If the student has to take leave for more than 6 weeks consecutively, then the student needs to apply for a leave of absence for that particular semester.

#### 5. Arrangements for Appeals.

5.1 Any student wishing to appeal regarding attendance status can lodge an appeal to the Grievance Committee, using the ‘Student Appeal’ slip.

<b>Approved Authority</b>	Academic Board
<b>Date Approved</b>	3 September 2013
<b>Date Reviewed</b>	3 September 2013
<b>Date for Next Review</b>	3 September 2014
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<b>Policy/ Document No.</b>	VCPD/2012/03.01
<b>Reference</b>	Nil
<b>Related Policies</b>	Villa College Assessment Policy, Villa College Examination Policy
<b>Development Officer</b>	Villa College Policy Section
<b>Implementation Officer</b>	Faculties/Centres/Registration
<b>College Policy Officer</b>	Head of Institute for Academic Development