STUDENT POLICY

Student Attendance Policy

Applicable to all taught students at DMUK

De Montfort University Kazakhstan
Version 3.0 | Academic Year 2026/27

1. Introduction

At De Montfort University Kazakhstan (DMUK), we want every student to reach their goals and have a great university experience. To support your learning and provide the academic guidance you need to succeed, you are expected to attend and engage with all activities in your timetable — including module sessions, mandatory co-curricular activities, and assessments.

Poor attendance may result in low marks or even module failure, as attendance and performance in assessments are closely linked. Your attendance is officially recorded and monitored regularly. We want to help you do your best during your time at DMUK, so please keep in touch and let us know if personal circumstances may affect your attendance.

Monitoring your attendance allows us to identify and support students who are experiencing difficulties. You are expected to respond promptly to any correspondence or communication sent by the University about your attendance — failure to do so could ultimately affect your continued studies at DMUK.

This policy should be read alongside the DMUK Academic Integrity and Misconduct Policy and other DMUK student regulations. Where this policy and a wider University regulation differ, the wider regulation takes precedence.

2. Purpose and Scope

This policy applies to all taught students at DMUK, across all DMU-awarded programmes and the NCUK International Foundation Year (IFY) / International Art and Design Foundation (IADF) programmes, at every level of study:

- Foundation / IFY and IADF
- Undergraduate Year 1
- Undergraduate Year 2
- Undergraduate Year 3 (Final Year)
- Postgraduate Year 1
- Postgraduate Year 2

It applies to your engagement with all activities in your timetable, including:

- Module Sessions — lectures, seminars, tutorials, computer lab sessions, design workshops, studio sessions, and any other timetabled teaching;
- Nexus Activities Participation — mandatory co-curricular activities (Section 4);
- Assessments/Exams — all scheduled coursework submissions, presentations, practical assessments, and examinations.

3. Minimum Required Attendance

You are required to maintain a minimum level of attendance for every academic session throughout your programme, combining your Module Sessions, Nexus Activities Participation, and Assessments/Exams into a single overall attendance percentage:

Level of Study	Minimum Required Attendance
Foundation / IFY–IADF	**85%**
Undergraduate Year 1	**85%**
Undergraduate Year 2	**85%**
Undergraduate Year 3 (Final Year)	**75%**
Postgraduate Year 1	**85%**
Postgraduate Year 2	**85%**

You must maintain the minimum required attendance for your level of study for every academic session throughout your programme. Falling below this minimum has serious consequences — see Section 9.

4. Mandatory Co-Curricular Activities (Nexus)

DMUK's Nexus programme forms an integral part of your studies and professional development. You are required to participate in all mandatory co-curricular activities notified to you, including:

- Nexus Events and Activities;
- Industry Workshops;
- Field Visits;
- Guest Lectures.

Participation in these activities is counted towards your overall attendance for the academic session (Section 3), in the same way as your timetabled Module Sessions and Assessments/Exams. Non-attendance at a mandatory co-curricular activity is treated in the same way as non-attendance at a Module Session.

5. Registering Your Attendance

You are required to register your attendance at every taught session and every mandatory co-curricular activity in Academia – University's Student Information System. Your attendance and engagement will be monitored for each class and each module you are expected to attend, on a weekly/bi-weekly basis.

6. Attendance Monitoring and Early-Warning Stages

Unauthorised absence which causes concern to your Faculty is addressed through a three-stage monitoring process. Because Undergraduate Year 3 (Final Year) students have a lower minimum threshold (75%) than other levels (85%), the trigger points for Final Year students are scaled proportionally:

Stage	Trigger — Foundation, UG1, UG2, PG1, PG2 (85% minimum)	Trigger — UG Year 3 / Final Year (75% minimum)	Action
Stage 1 Advisory Notice	Below 85%	Below 75%	Automated email notifying you of poor attendance, with advice and guidance. If you have a valid reason not yet communicated to AQS/Programme Team/Faculty, this is your opportunity to contact the AQS team with supporting documentation.
Stage 2 Amber Intervention	Below 70%	Below 60%	Formal communication from AQS. You will be asked to attend a meeting with the Head of Department or Programme Leader to discuss your academic obligations. Your next of kin (parents/guardians/Fee Sponsors) will also be notified.
Stage 3 Best-Interest Meeting	Below 50%	Below 50%	Formal notice from AQS. You and your next of kin will be notified and asked to attend a best-interest meeting with the Head of Department and Academic Director. The penalty will be applied and notice will be sent.

These monitoring stages operate alongside, and do not replace, the consequences described in Section 9, which apply where your overall attendance for an academic session falls below the minimum required for your level of study.

7. Punctuality

Your punctuality is also closely monitored. You are required to be at your class on time — preferably a few minutes before the class is due to start, so the class can begin promptly. Being late disrupts the class and is disrespectful to the tutor and your fellow students. Being on time is also an important part of developing your professionalism: punctuality matters in the workplace and in your future employment.

1. Your attendance will be taken by your tutor up to ten minutes after the lesson starts. If you have a justifiable reason for being later than this, you may request the tutor to review this with you at the end of the session. If approved, you will be recorded as present. If you do not attend the class, you will be recorded as absent. If you have a justifiable reason for not attending, you should submit a leave form to the Department of Academic Quality and Systems (AQS) and attach the required evidence for your absence. AQS will review and approve or decline the request.
2. If you are consistently late for your classes, you will be required to attend a best-interest meeting with the Module Leader, Head of Department and Programme Leader.

8. Authorised Absence and Exemptions

Attendance at any session — Module Sessions, mandatory co-curricular activities, or Assessments/Exams — is exempted only in the following circumstances:

- Medical emergencies; or
- Family critical emergencies.

To request an authorised absence, you must submit a leave form to AQS together with supporting documentary evidence (for example, a medical certificate or hospital letter, or documentation relating to the family emergency). This should be submitted as soon as possible and, wherever practicable, within 5 working days of the absence. AQS will review your request and confirm whether it has been approved.

Part-time employment or internships are never grounds for authorised absence or an exemption from attendance requirements, under any circumstances. If you undertake part-time work or an internship, it is your responsibility to ensure that it is planned entirely outside the schedule of your Module Sessions, mandatory co-curricular activities, and Assessments/Exams. Attendance will not be exempted due to part-time employment or internship participation.

9. Consequences of Non-Maintenance of Minimum Attendance

Where your overall attendance for an academic session / each block falls below the minimum required for your level of study (Section 3), in addition to the monitoring interventions in Section 6, the following penalties will apply:

Scholarship cancellation — any scholarship you hold will be cancelled for the current term and for successive years of your programme of study.

Transfer ineligibility — you will be ineligible to apply for transfer to partner institutions (DMU Leicester, DMU Cambodia, DMU Dubai) or to any other university.

Nexus Certification — you will be refused participation in Nexus Certification Programmes.

Global Trips — you will be refused participation in University Global Trips / Global Internships opportunity.

Student representation and awards — you will be refused participation in University Student Body Elections, University Student Awards Nomination and Student Clubs.

Competitions and events — you will be refused participation in any University internal or external competitions and events.

10. Contacting Parents, Fee Sponsors and Funding Institutions

In addition to the notifications described in Section 6, the University reserves the right to contact your parents or guardians, fee sponsors, or funding/scholarship institutions to share your attendance record and to send formal notices where you do not maintain the minimum required attendance for your level of study.

11. Decisions and Finality

The decision of the Department of Academic Quality and Systems (AQS) and/or the Academic Director in relation to attendance monitoring is final and is not subject to review by any other University body.

12. Support and Further Guidance

If you have questions about this policy, or personal circumstances that may affect your attendance, please contact:

- Your Programme/Module Leader — for guidance on attendance expectations for your course;
- The Department of Academic Quality and Systems (AQS) — to submit a leave form, supporting evidence, or query a monitoring notice;
- Your Head of Department — if you have been asked to attend an intervention or best-interest meeting;
- The DMUK Finance/Scholarships Office — for questions relating to scholarship consequences;
- DMUK Student Development and Wellbeing Support — if personal circumstances, including medical or family emergencies, are affecting your attendance.

This policy should be read alongside the DMUK Student Code of Conduct and other DMUK student regulations and policies.

Good attendance is one of the strongest predictors of academic success. If circumstances are affecting your ability to attend, please talk to us early — we are here to help you stay on track.