

De Montfort University Kazakhstan

Student Attendance Monitoring Policy

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- 1** Students are required to be present at and engage with their studies in the manner dictated by the specifics of their programme of study. This policy applies to all taught students, undergraduate and postgraduate, at all levels of study.
- 2** Unauthorised absence which causes concern to your Faculty will result in the following action:
 - 2.1** Your attendance and/or online presence will be monitored weekly. In Weeks 5, 9, 19, 24 and where relevant, Week 32, faculties will check your attendance and/or online presence record, including participation in asynchronous and synchronous online teaching. If your attendance and/or online presence is nil for the period, the Faculty will contact you. This correspondence will contain appropriate advice and guidance for you in relation to engagement with your studies.
 - 2.2** In addition, if you are an international student and you fail to attend or be present online at least one teaching event per week, the Faculty will contact you following Weeks 5, 9, 19, 24 and where relevant, Week 32; this correspondence will contain appropriate advice and guidance for you in relation to engagement with your studies.
 - 2.3** If your attendance or presence online does not improve and/or you are not able to provide a satisfactory explanation for non-attendance or absence online and/or there is insufficient evidence of academic engagement, you will be deemed to be withdrawn.
 - 2.4** If your attendance or presence online, otherwise causes concern, for example, on scrutiny of the attendance records as explained in 2.1 and 2.2, your Faculty will contact you to discuss your academic obligations and work with you to encourage re-engagement with your study.
- 3** Faculties and individual programmes may set more stringent requirements pertaining to attendance. Where there is a Professional, Statutory or Regulatory Body (PSRB) requirement for attendance, the PSRB requirement supersedes the University expectation.
- 4** Any Student whose registration is terminated for non-attendance will be permitted to apply to re-join the University after a period of two years.
- 5** All other students who wish to appeal a Faculty's decision to terminate registration must do so in writing to the Student Appeals and Conduct Officer (or nominee) (within 21 working days of formal notification of the decision).
- 6** The Student Appeals and Conduct Officer (or nominee) will review the case to ensure proper procedure (as outlined above) was followed. Their decision is final

and not subject to review by any other University body