

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, IYZ foundation, undergraduate and postgraduate, at all levels of study.

2. Your attendance and/or online presence will be monitored for each class and each module you are expected to attend. Unauthorised absence which causes concern to your Faculty will result in the following action:

2.1. As soon as your attendance for any module falls below 85%, you will receive an email notifying you of your poor attendance. This correspondence will contain appropriate advice and guidance for you in relation to engagement with your studies. If there is a valid reason why you have not attended classes and this has not been communicated to Student Services, this will be your opportunity to contact Student Services with the required documentation.

2.2. If your attendance falls below 70%, an amber intervention is triggered. You will be asked to attend a meeting with the Head of IYZ or the Academic Head for UG. They will discuss your academic obligations and work with you to encourage re-engagement with your study. Your next of kin (parents or guardians) will also be notified of your low attendance.

2.3. If your attendance on any module falls below 50%, your next of kin would again be notified that you are at risk of being withdrawn from your studies. You will be required to attend a best interest meeting with the Head of Student and Academic Services.

2.4. If the attendance drops to below 40%, you are at risk of being withdrawn at no liability to the University. You and your next of kin will be required to have a meeting held with the university President, an/or Director of Operations, and/or Head of Student and Academic Services, and/or Academic Head (for UG and PG) or Head of IYZ (for IYZ).

3. 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 start on time. Being late disrupts the class and is disrespectful to the tutor and also your fellow students. Being on time is also an important aspect of developing your professionalism. Punctuality is important in the workplace and your future employment.

3.1. Your attendance will be taken by your tutor until up to ten minutes after the lesson starts until up to 10 minutes after the lesson starts. If you have justifiable reason for being late beyond this time, you can submit a 'Check in' request to the tutor via your attendance account, which the tutor can then approve and 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 not to attend the class, you

should complete the 'Exemption' request and attach required evidence for your absence. Student and Academic Services will review and approve the request.

3.2. If you are consistently late for your classes, you will be required to attend a best interest meeting with the Head of Student and Academic Services. At the end of each semester an attendance report will be shared with your next of kin.

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 DMUK nominee) (within 21 working days of formal notification of the decision).

6. The Student Appeals and Conduct Officer (or DMUK 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.