

**DE MONTFORT UNIVERSITY  
KAZAKHSTAN**

**STUDENT ATTENDANCE MONITORING  
POLICY**

2024-2025



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## STUDENT ATTENDANCE MONITORING POLICY

At DMUK, we want to make sure every student reaches their goals and has a great university experience. To support your learning and to provide you with the academic guidance to help you succeed, you are expected to attend all activities in your timetable.

Poor attendance may result in low marks or even module failure, as attendance and performance in assessments are closely linked. Irregular attendance is officially recorded, and your attendance will be monitored regularly. We endeavour to help you do your best during your time at DMUK, so please keep in touch and let us know if there are personal circumstances which may have an impact on your attendance.

Monitoring your attendance allows us to identify and support students who are experiencing difficulties. You will be expected to respond promptly to any correspondence sent by the university. Failure to do so could ultimately result in dismissal from the university.

### Terms of the Policy:

- 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.** Students are required to register their attendance at every taught session. Your attendance and/or engagement will be monitored for each class and each module you are expected to attend on a weekly basis.
- 3.** Unauthorised absence which causes concern to your faculty will result in the following action:
  - 3.1.** As soon as your attendance for any module falls below 80%, 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 Department of Academic Systems, this will be your opportunity to contact Department of Academic Systems with the required documentation.
  - 3.2.** If your attendance falls below 70%, an amber intervention is triggered. You will receive a formal communication from the Department of Academic Systems, and you will be asked to attend a meeting with the Head of the Department. 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.
  - 3.3.** Following the first formal communication regarding your non-attendance, your Attendance will continue to be monitored. Should your Attendance not improve and falls below 50%, the department of Academic Systems will contact you again and you will receive a formal notice. You and your next of kin (parents or guardians) would be notified and asked to attend a best interest meeting with the Head of the Department and Head of Academic Systems.

**4.** 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 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.

**4.1.** 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 request the tutor 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 not to attend the class, you should submit a leave form to the Department of Academic Systems and attach required evidence for your absence. The Department of Academic Systems will review and approve the request.

**4.2.** If you are consistently late for your classes, you will be required to attend a best interest meeting with the Head of the Department and the Programme Leader.

**5.** The decision of the Department of Academic Systems and/or Academic Department is final and not subject to review by any other University body.