



# STUDENT ATTENDANCE POLICY

<b>Approved By:</b>	Director, Student Services and Academic Registrar	<b>Date:</b>	9 February 2018
<b>Date Effective:</b>	9 February 2018	<b>Date of Next Review:</b>	7 September 2019
<b>Document No:</b>	UOWD-REG-POL-40	<b>Version:</b>	9
<b>Custodian:</b>	Deputy Registrar		
<b>Supporting Documents, Procedures &amp; Forms:</b>	Student Attendance Procedure (Students) Student Attendance Procedure (Staff) Degree Handbook Academic Grievance – Students Assessment Policy		
<b>References &amp; Legislation:</b>			



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## 1.0 Purpose

The purpose of this policy is to define the student attendance requirements and non-attendance penalties in the undergraduate subjects specified in the Degree Handbook. This policy should be read in conjunction with the Student Attendance Procedure (Staff) and Student Attendance Procedure (Students) which outline the steps to be taken by students and staff to ensure the implementation of this policy.

## 2.0 General Principles

- Students are expected to attend and participate in all classes.
- Students should notify tutors of "Excused Absences" (see Section 6 below) in advance, where possible.
- Students who have an "Excused Absence" are expected to make arrangements with tutors for alternative or make-up work. Such arrangements should be made in advance of the absence, where possible.
- The Student Attendance Policy shall be applied in a non-discriminatory manner

## 3.0 Attendance Requirements

- 3.1 Attendance at classes has been shown to be strongly correlated with performance. As stated in Section 2, all students are expected to attend and participate in all classes.
- 3.2 Students are required to attend a minimum of 75% of all tutorials and labs from the date of enrolment, except where an excused absence is approved by the tutor or lecturer or late enrolment has occurred.
- 3.3 If late enrolment has occurred, 75% of tutorials and labs must be attended from the date of enrolment.
- 3.4 Specific subjects may have a higher attendance requirement than 75%, subject to the approval of the Dean of the relevant faculty. In such cases the required attendance rate will be clearly stated in the applicable subject outline.

## 4.0 Penalties

- 4.1 Students who fail to comply with the attendance requirements will not be allowed to sit the final exam and will consequently fail the subject.
- 4.2 In accordance with Section 5.5 of the Assessment Policy, a student who achieves an overall final mark of 50% or more but has not met the requirements of the Student Attendance Policy, shall be awarded a TF grade with no mark.

## 5.0 Notification

All Subject Outlines will explain the requirements of the Student Attendance Policy and will be issued to students in the first week of classes by the lecturers.

## 6.0 Excused Absences

- 6.1 A student may be granted a maximum of two (2) "Excused Absences" during a subject.

Students shall not be penalized for excused absences. "Excused Absences" include absences due to:

- a) Valid medical, compassionate and serious unforeseen personal events that prevent a student from attending scheduled lectures and/or tutorials;
- b) Validated conflicts between scheduled tutorials and sporting, cultural or other activities at a national or international level, so long as the conflicts are raised well in advance (at least 7 days prior to the expected absence date) with the Faculty Dean;



- c) Death of an immediate family member (i.e.: father (in-law), mother (in-law), spouse, son, daughter, brother (in-law), sister(in- law), grandfather, grandmother, uncle or auntie);
- d) Religious observance (where the nature of the observance prevents the student from being present during the lecture or tutorial);
- e) Representing UOWD in an official capacity; and,
- f) Late enrolment in the subject (as per Section 7 below).

NOTE: Reasons associated with employment are not acceptable under this policy.

## 6.2 Application for an “Excused Absence”

A written application together with supporting documentation must be lodged with the tutor as outlined in the Student Attendance Procedure (Students).

## 6.3 Responsibility

Students with excused absences shall bear the responsibility of making arrangements with the tutor, to obtain relevant information, concerning the tutorial(s) or subject content in which the “Excused Absence(s)” occurred.

## 7.0 Late Enrolment

7.1 Late Enrolment is deemed to have occurred when a student enrolls after the end of the second week (autumn and spring semesters) or after the first week of classes in summer semester. The date of enrolment shall be determined by the date recorded on the Student Online Services System (SOLS).

7.2 The Late Enrolment provision will only be applicable to new students (in their first semester at the University of Wollongong in Dubai) and for current students who have received written approval from an academic advisor and/ or the Faculty Dean to enrol late.

7.3 In determining the Attendance Requirements and calculations (as per Section 3 above), students who meet the Late Enrolment provision (as per Section 7.1 above), will receive an “Excused Absence for “Week 1” of classes only.

## 8.0 Notification

In accordance with the Academic Grievance – Students Policy, students have fourteen (14) days to lodge any complaints and/or appeals concerning the application of and/or decision(s) made under the Student Attendance Policy. In cases where the student appeal is upheld, the student may be granted a Supplementary Examination.

## 9.0 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	No Details Available	No Details Available	Original Policy Document
2	14 Mar06	No Details Available	Amended Section 1 (added commencement date) and Section 5
3	14 Dec06	No Details Available	Amended Sections 5,6,7,8 and 9
4	30Aug07	No Details Available	Amended Sections 4.1 and 4.2
5	17 June 09	No Details Available	Updated Titles – President and Vice President (Academic) and Faculty Dean. Updated the policy to reflect the change in attendance requirements. Revised Appeals section of the policy. Updated sections 4.1 and 4.2.
6	23 Mar 2010	No Details Available	Separated the procedural elements from the policy. The scope of the policy changed to include all general education



Version Control	Date Effective	Approved By	Amendment
			subjects.
7	16 Feb 2011	No Details Available	Change in section 1.0 to extend attendance requirements to tutorials and labs of all undergraduate subjects.
8	21 Oct 2012	No Details Available	Minor change under section 6.1 (b) – changed the deadline for notification of events to 7 days.
9	9 Feb 2017	Academic Board	Revised section 3.0 to state additional detail around attendance rates for specific subjects. Revised personnel titles to align to current organisational structure