

Student Attendance Policy		
Approving Committee: ACADEMIC SENATE	Effective Date: 01/03/2017	Developer: ACADEMIC STANDARDS AND QUALITY

1.0 INTRODUCTION

Sunway University Student Attendance Policy has been developed as part of the University's commitment to providing a high-quality, supportive learning environment for students, and to help ensure that students are able to achieve their full potential.

This Policy is one of a series of policies and procedures, underpinned by the academic and other regulations of the University, and should be read and applied in conjunction with those regulations, policies and procedures.

2.0 PURPOSE

The Attendance Policy will provide a clear set of principles for staff and students in regard to the monitoring of student attendance which includes the recording of attendance and the requirements for achieving satisfactory attendance.

Under the regulations of Ministry of Higher Education (MOHE) and provisions of the Immigration Department of Malaysia (IDM), a registered higher education provider must systematically monitor students' compliance with student visa conditions relating to attendance.

3.0 SCOPE

The policy applies to both undergraduate and postgraduate students, including research degree students.

Students are expected to comply with all applicable regulation, policies and procedures of the University.

4.0 POLICY STATEMENT

4.1 Attendance is a key component in student retention, progression, achievement and employability, and as such the University requires students to attend all learning and teaching sessions associated with the programme on which they are enrolled. Examples of learning and teaching sessions include (but are not confined to) lectures, seminars, tutorials, workshops, laboratory and practical sessions, professional placements, field trips and industrial visits, and include scheduled on-line sessions. In the case of research students, learning and teaching sessions include scheduled meetings with supervisors. Teaching and learning sessions also include compulsory information sessions, such as induction events, and health and safety briefings.

4.2 The University expects 100% attendance, but recognises that unforeseeable circumstances can, from time-to-time, affect attendance.

- 4.3 Students are expected to maintain an overall minimum attendance of 80% projected over the reporting period. Special circumstances may warrant a student's absence; however, students are responsible for getting authorization from their respective School for their absence.
- 4.4 For the benefit of fellow students, the University expects students to arrive on time for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors. A student shall be deemed to have arrived late if they arrive more than 20 minutes after the schedule start time of the session, and shall be considered as being absent for that session.
- 4.5 Although special circumstances may warrant a student's absence, students are responsible for getting authorization from their respective School for their absence.
- 4.6 Students who are identified as not meeting the minimum requirements will receive formal warning letters which will be kept on file.
- 4.7 International students are required, under law, to at least meet the minimum attendance requirements for all teaching and learning sessions. The International Office will notify relevant agencies if an international student fails to meet this minimum requirement: an international student's visa may be withdrawn by the authorities in such circumstances.
- 4.8 Sunway University reserves the right to refuse further enrolments from any student who has shown unsatisfactory attendance and international students who have been reported to Immigration Department of Malaysia (IDM).

4.9 Students Attendance for ODL Programmes

- 4.9.1 Students are expected to fully engage in the course. Lecturers are required to monitor student participation and provide an academic support when needed.
- 4.9.2 Attendance monitoring for ODL is mandatory. The process adopted for monitoring attendance in ODL programmes shall differ from those set out for non-ODL programmes.
- 4.9.3 For ODL programme, student attendance shall be monitored via the formal assessments required as part of the programme
- 4.9.4 Records shall be kept (electronically or otherwise) for each student registered on an ODL programme listing the formal assessments required for each subject and noting the submission, or otherwise of those, assessments.
- 4.9.5 Any student failing to submit (without just cause) a required formal assessment shall be deemed not fully engaged with the programme, and steps shall be taken by the programme team to counsel and support the student appropriately.
- 4.10 The University expects students to be partners in their educational development and as such students are expected to:
- (i) Familiarise themselves with the particular attendance requirements of their programme.
 - (ii) Attend all learning and teaching activities associated with their programme of study.
 - (iii) Arrive promptly for scheduled sessions and stay to the close.

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- (iv) Give reasonable notice of any planned or unavoidable absences from timetabled classes or meetings to the respective subject lecturer.
 - (v) Obtain prior permission from their programme leader/supervisor for planned absences.
 - (vi) Provide appropriate documentation or evidence in corroboration, to explain any unplanned absences.
 - (vii) Practice effective time management to ensure consistent attendance.

5.0 RELATED DOCUMENT

- Student Attendance Monitoring Procedure
- Student Appeals Policy
- Student Appeals Procedure

6.0 DOCUMENT HISTORY

Document History		
Version	Approval Date	Document Reference/Section of Changes
01	17/02/2017	Nil
02	24/11/2021	Inclusion of attendance requirement for programme under the ODL mode