

## **POLICY ON STUDENTS' ATTENDANCE**

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### **1. Introduction**

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This policy is part of the NUP assurance to support the students and to enable them to achieve their full potential concerning the learning process. This policy also aims to offer students a supportive learning environment. This attendance policy sets out the requirements in relation to attendance, presents the responsibilities of students and the responsibilities of the University for the implementation of this policy.

Neapolis University expects students to participate and attend the classrooms during their studies and also supports students with their progress. Neapolis monitors students' attendance as a method of recording the progress of students. Using this method and obtaining this information, the University will help and support the students to anticipate some challenges that may face in their progress at NUP. All students are expected to engage fully with their studies. This means commitment in the learning activities such as the lectures, assessments, projects, assignments and other activities which support students' progress. The requirements and the obligations of students are described in the Study Guide.

### **2. Principles**

Consistent and proactive engagement with learning enables students to succeed and develop their best potential. The inconsistent attendance can put students at an academically risk. The students who do not attend and engage consistently, are less likely to benefit and progress in a meaningful way.

- a) Students are responsible for their participation with the learning and teaching opportunities offered through their program of studies.
- b) Students who are engaged with their learning and teaching will develop more easily a strong sense of identity with members of NUP community.
- c) Students who attend and engage regularly, take the advantage of the learning, teaching and the other activities offered during the class.
- d) Students who interact with the academic staff of their program of studies, will gain the advantage of support, advice and guidance with the learning and progress.
- e) Poor attendance and engagement does not just affect individual students, but also has an impact on others. For example, in group projects or other types of peer-learning.
- f) The University tries to detect poor attendance and engagement of students at an early stage, in order to help them with their progress.
- g) All students are given a fair and equal opportunities to develop academic achievement and progress in accordance with Neapolis regulations and policies.
- h) The attendance policy is fair for all students and also gives flexibility for absences due to serious reasons such as medical reasons or other circumstances.
- i) Absence from the scheduled courses due to work commitments is not a sufficient reason for absence.

### **3. University Regulations on Attendance**

- I. Students should achieve at least the 60% of attendance for timetabled learning sessions or events and undertake assignments as specified in the syllabus of the course to be eligible for formal assessment and/or continuation on their program of studies. The minimum percentage of attendance in a given course does not include medical reasons.
- II. Students who do not achieve the above minimum percentage of attendance in a given course, must provide a formal justification at the School administration.

- III. The attendance of the Labs is obligatory. The attendance must be at least 80%.
- IV. In case a student does not achieve the minimum attendance requirement (60%):
- Physical attendance for all activities and assessments requiring class participation (exams, mid-term assessment, participatory activities with summative components) is mandatory. In case the student is not physically present, no mark can be awarded.
  - Summative participatory activities (requiring class attendance) do not count towards the final mark and are accordingly detached from the total grade.
  - In case a student does not achieve the minimum attendance requirement (60%) of the course, then the maximum percentage that a student can achieve is 80%.
- V. If a student has not attended a specific course (less than 60%), then the Personal Tutor has to discuss this issue with the student and find a solution. The decision is upon the Personal Tutor, if the student is eligible to participate in the Final Exam. If the proposal of the Personal Tutor is negative, then the Department Council is authorized to make final a decision for the student.
- VI. Non-attendance of 10 consecutive calendar days due to medical reasons requires a medical certificate for the duration of the absence. No medical certificate is required for further absence due to the same ongoing illness

#### **4. Participation and Attendance Expectations**

- Neapolis University expects students to consistently attend all timetabled courses. This includes all learning activities set out in the Program handbook or those provided to them with the Syllabus of each course.

- Students are advised to familiarise themselves with the programs and courses that are registered in, and also to study the courses' attendance requirements (the course may include labs).
- If a student expects or knows that he/she will be absent for a number of days or over a period of weeks, he/she is required to make contact with the designated personal tutor of the program and make arrangements to ensure that the student will engage appropriately in the studies for the duration of the absence.
- Neapolis University recognises that the students come from a diverse range of backgrounds and Countries. Students may be undertaking their studies in specific and complex circumstances. Neapolis respects the fact that its students may have other commitments including childcare, business, religious or caring responsibilities. However, the Policy of the University advises students to manage these commitments around timetabled courses in order to attend the courses of the program fully and gain the most from your studies.

### **Related Documents**

Students' Study Guide

Quality Management Handbook

Students' Appeal Policy 01.412

Personal Advisor Policy 07.300