Attendance Policy and Procedures

Version 1.6

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Policy Approver	QAC	**Effective Date**	01/03/2017		

1 Introduction

1.1 The Institute for Education's (IfE) strategic plan promotes course participants as partners in learning. Course participants are active participants in their learning experiences and must take responsibility for achieving their potential through successful completion of each stage of their studies.

1.2 This policy is intended to support the IfE in enabling course participants to achieve their learning potential. As a responsible institution, the IfE believes it has a duty to follow-up promptly on matters of non-attendance so that course participants can be supported and given every opportunity to succeed. The IfE, for its part, will continue to build excellence in academic practice and course participant engagement across the institution in order to provide a friendly and welcoming learning community.

2 Attendance

2.1 Regular attendance in class is expected of all course participants at all levels at the IfE. While classes are conducted on the premise that regular attendance is expected, the IfE recognises extenuating circumstances as legitimate reasons for absence from class.

2.2 Course participants following Bachelor's Degrees at MQF Level 6, the Postgraduate Certificate, Post Graduate Diploma and Master's Degrees at MQF Level 7 must ensure that their attendance of sessions does not fall below 80% in any particular year. Failing to do so, the participant will be required to repeat the entire academic year.

2.3 Course participants following Stand-Alone modules and Short Courses must ensure that their attendance of the face-to-face and online (live) sessions does not fall below 80%.

2.4 Course participants shall respect time of commencement and ending of sessions as established by the IfE.

2.5 Lecturers shall not accept course participants in class when the latter turn up later than 10 minutes after the session would have started unless the reason behind being late is retained valid by the lecturer. It must be ensured that this is kept to a minimum.

2.6 If course participants fail from a module/study unit within a stand-alone or short course due to any absence, they may apply to take a whole module/study unit again during the year following the end of their course or when the module/study is offered again

by the IfE. Course participants will be required to follow the whole module if he/she needs to undertake the assessment. This is space permitting, and provided permission from the Academic Board is obtained beforehand. Registration fees may be applicable. If permission is granted there shall be no grade penalty.

2.7 For more details on attendance concessions, kindly refer to the [Extenuating Circumstances Policy](#).

3 Academic requirement

3.1 Even though any absence can potentially interfere with the planned development of a course, and the course participant bears the responsibility for fulfilling all course requirements in a timely and responsible manner, lecturers will, without prejudice, provide course participants returning to class after a legitimate absence with appropriate assistance about completing missed assignments/tasks and class material. Lecturers are not required to waive essential or fundamental academic requirements of a course to accommodate course participant absences. However, each circumstance will be reviewed on a case-by-case basis.

4 Course participants' responsibilities

4.1 In all instances of absences, course participants shall be responsible for all material covered in class during their absence. Course participants are responsible for completing any makeup work resulting from their absence. Course participants are to notify their lecturers/tutors as soon as possible of any absence.

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5 Lecturers' responsibilities

5.1 Inform course participant about task/assignment to be made during the absences and make alternative suggestions for acquisition of the material missed.

5.2 Provide reasonable opportunity for a makeup assignment if a legitimate absence occurs on an examination day and/or a day when an assignment is due. In the extraordinary circumstance where it is not feasible to offer a makeup assignment, some acceptable alternative must be provided.

5.3 Resolve conflicts arising from a legitimate absence as provided in this rule through appropriate administrative channels.

6   Interruption of study

6.1   A course participant who wishes to interrupt a course of study before completion shall give notice in writing to the Course Coordinator before suspending attendance. The Course Coordinator shall in turn consult with the Admissions department in order to guide the course participant in the best possible manner. Course participants who decide to interrupt their studies must become acquainted with the Leave of Absence Policy and be guided accordingly.

7   Withdrawal

7.1   A course participant who wishes to withdraw from a course/study unit before the completion of the programme of study shall give notice in writing to the Course Coordinator who shall guide the course participant accordingly.

7.2   Course participants may request any certification for which they are eligible. Refund of course fees are processed in line with the applicable Tuition Fees Policy.

8.   Relevant Documents

- Extenuating Circumstances Policy
- Leave of Absence Policy
- Tuition Fees Policy

9.   Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	01/03/2017	Initial Release
QA Dept.	1.1	12/10/2018	Updating of attendance article
QA Dept.	1.2	19/08/2019	Updating of attendance article
Admissions Dept.	1.3	03/11/2020	Updating of attendance article. Updating of interruption of study article. Updating of withdrawal article
QA Dept.	1.4	07/03/2023	Numbered all the article; Included article 8.
Admissions Dept.	1.5	08/03/2023	Updating of article 2.3.
QA Dept.	1.6	24/04/2024	Updated links