

## Attendance Policy and Procedures

[Version 1.8]

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<b>Policy Approver</b>	QAC	<b>Effective Date</b>	01/03/2017		

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## **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 lectures are conducted on the premise that regular attendance is expected, the IfE recognises extenuating circumstances as legitimate reasons for absence from lectures.
- 2.2 Course participants following accredited full qualifications must ensure that their attendance does not fall below 80% in any particular year. Failing to do so, the participant will be required to repeat the entire academic year. In the case of asynchronous sessions, attendance will be based on fulfilling the set tasks / work. In the case of synchronous sessions, the lecturer reserves the right to mark course participants as absent if they observe that participants are not actively following and participating in the lecture.
- 2.3 Course participants following Awards must ensure that their attendance does not fall below 80%. Where attendance falls below 80%, course participants will not be permitted to submit the assessment for that Award. Therefore, the course participants would have failed the module without the possibility of a resubmission. In the case of Awards up to and including 2 ECTS, attendance must be 100%.
- 2.4 Course participants shall respect time of commencement and ending of lectures as established by the IfE.
- 2.5 Lecturers shall not accept course participants when the latter turn up later than 10 minutes after the lecture would have commenced unless the reason behind being

late is considered valid by the lecturer or have been given prior approval by the IfE. It must be ensured that this is kept to a minimum.

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

### **3 Academic requirements**

- 3.1 Any absence can potentially interfere with the planned learning experience and learning outcomes of a module / programme. Course participants are expected to take responsibility for fulfilling all course requirements in a timely and responsible manner. Lecturers may, without prejudice, provide course participants after a legitimate absence with appropriate assistance about completing missed assignments/tasks and lecture material. Lecturers will not 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 by the appropriate Board / Committee.

### **4 Course participants' responsibilities**

- 4.1 In all instances of absence, course participants shall be responsible to obtain all material covered for that lecture during their absence. Course participants are responsible for completing any work resulting from their absence.
- 4.2 Course participants are to notify their Course Coordinators and lecturers/tutors as soon as possible of any absence.

### **5 Lecturers' responsibilities**

- 5.1 Provide access to material for course participants with a legitimate absence.
- 5.2 Resolve conflicts arising from a legitimate absence through appropriate 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 Student Affairs in order to guide the course participant in the best possible manner. Course participants who decide to

interrupt their studies must become familiar with the [Leave of Absence Policy](#) and be guided accordingly.

## 7 Withdrawal

7.1 A course participant who wishes to withdraw from a course/award 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
Student Affairs Committee	1.7	02/07/2024	Updating of attendance articles. Updating of academic requirements article. Updating of Course participants' responsibilities articles. Updating of Lecturers' responsibilities articles. Updating of Interruption of Study articles. Updating of Withdrawal article.
QA Dept.	1.8	25/01/2025	Updated in line with re-branding guidelines