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**Approved by:** Dr. Mahmoud Allam – President of The Knowledge Hub Universities

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## **Introduction**

Experience and research evidence show that students who do not attend or participate in classes are more likely to achieve poor grades or fail. This is mainly because students who do not attend will not acquire the added value from their interactions with teaching staff and their peers in discussing and understanding of a topic. Accordingly, high levels of attendance lead to a better student experience and help improve grades for students, which in turn can lead to better opportunities and enhance employment prospects.

At TKH and CU Branch, attendance may be recorded at every timetabled session. If it is noticed that a student is not attending scheduled classes, the academic staff and the Registry Office will contact the student to establish the reason why and offer support as necessary. However, a student may be withdrawn from the university for not meeting the attendance requirement.

## **Attendance Policy**

Students are expected to attend every lecture, seminar, tutorial, laboratory and other activity that is indicated to them. Attendance will be recorded and absences will be investigated. Students are required to arrive for their classes on time. Any student who arrives 10 minutes after the start time of a class will be recorded as late and absent. A student who arrives late can quietly join the remainder of the class.

Attendance is taken in scheduled classes each week. The minimum attendance required is 75% for each module. If a student is not meeting the attendance requirement the following action will be taken.

### **Stage 1**

If a students' attendance is low or below 75% academic staff will contact the student for a discussion and follow this up with an email reminding the student of the benefit of attending classes. The email will be supportive but indicate the requirement to attend scheduled classes.

### **Stage 2**

If attendance does not improve following the stage 1 email than the module leader will report this to the Course leader. The Course Leader will contact the student and, in an email, again encourage the student, but will also state that should attendance not improve there is the possibility of being withdrawn from the university.

### **Stage 3**

Should module attendance still not improve, the student will be required to attend a meeting with the Head of School or nominee. The commitment of the student will be examined and the probability of them being able to meet the 75% attendance requirement will be assessed. The meeting may allow a student to continue or result in a request for the student to be withdrawn from the university. If unsatisfied with the result of the meeting the Head of School will report this to the Registrar who will arrange to withdraw the student and inform the student of the consequences.