
Document title: Student Attendance Policy – March 2021

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Office/department responsible: Registry

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

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.

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 after 10 minutes of the start time will be recorded as late and absent. A student who arrives late can quietly join the remainder of the class.

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

Stage 1

The first monitoring point will be after week three of the semester. If a student has attendance 80% or below in any module academic staff will contact the student and a warning letter/email may be sent. This will be sent from the Module Leader. It will be supportive but indicate the requirement to attend scheduled classes. If a student has not attended any sessions, the Registrar will contact the student.

Stage 2

The second monitoring point will be at week 6 (halfway through the semester). Any student below 80% will receive a letter/email from the Head of School which although supportive will make it clear that if attendance is below 75% at week 9 they will be required to attend a

meeting where the outcome could be they are withdrawn from the module. If the student's attendance is already below 25%, they will be moved immediately to stage 3 for an interview.

Stage 3

At week 9 (or week 6) any student with a module attendance below 75% will be required to attend a meeting with the Head of School and Registrar or their nominees. 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 require the student to be withdrawn from the module. This would result in them being required to retake the module the next time it is taught which might delay their progress by one year.

Absence due to illness and unavoidable emergencies

Absence recording from classes is recorded as described above and we do not provide exemption for students who decide to be absent to undertake a personal activity such as attending a family celebration or gathering or playing at a sporting event. We do however wish to know and support a student who is absent from classes for an unavoidable emergency such as illness, having been involved in an accident or because of the death of a close family member. So that we can provide support in such circumstances the student should:

- Complete and submit the Absence Form below, within the first week of absence, and send it to the registry at registrar@tkh.edu.eg.
Registry will confirm we have received your form and will contact the School and Course Director so that academic staff are aware of your absence.
- If you have an illness that is going to last for more than a week, please ensure your lecturers and Personal Tutor are aware so that they can investigate what academic support can be offered.
- If your absence means you are unable to submit an assessment at the scheduled time, please also read the Assessment Extensions and Deferrals Policy and if eligible complete the form. This will enable registry to consider allowing you additional time to complete assessments.

Student Absence Form

Instructions

Complete this form to enable registry and your lecturers to be aware of an unavoidable absence such as illness. The form must be completed as soon as possible within the first week of absence. **Once completed email this form to: registrar@tkh.edu.eg**

Student Information

Name:	Student ID:
School:	Course:
Academic Year of study: (Foundation, Year 1 etc)	
TKH E-mail:	Mobile Phone Number:

Absence Information

Date on which absence began:	Expected date of return:
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Reason for Absence (provide as much detail as possible)

Student Signature:

Date: