

ATTENDANCE POLICY – COVENTRY UNIVERSITY BRANCH

Policy Title	Attendance Policy
Responsible University Offices	Provost and Heads of Schools/Departments
Policy Owner	Provost
Version	V2
Date Approved	November 2022

I. SCOPE OF POLICY

This TKH Universities attendance policy covers all enrolled students in the TKH Coventry University Branch in the two campuses: TKH-East and TKH-West.

II. DEFINITIONS

Attendance refers to undergraduate students’ attendance in lectures, seminars, tutorials, labs and other required academic activities. “Instructor” refers to the academic staff responsible for delivering lectures and other content, grading, supervising, managing a class, and all other duties carried out by academic staff.

III. POLICY STATEMENT

Attendance and participation in lectures, seminars, tutorials, labs, and other required academic activities are essential to achieving learning outcomes in all TKH University undergraduate programmes. Some modules are designed with participation as integral to achieving learning outcomes. These modules begin in the Foundation year and continue at every level of a student’s academic tenure. For this reason, students are expected to attend all module requirements regularly in accordance with the general TKH policy described below and the specific policy detailed in each module descriptor.

IV. POLICY GUIDELINES

1. For the academic year: **2022 – 2023**, students are required to **attend a minimum of 50%** of all lectures, seminars, tutorials, labs, and other required academic activities. Stated differently, students **may be absent from class a total of 50%** of all lectures, seminars, tutorials, labs, and other required academic activities.

For the academic year: **2023 – 2024**, students are required to **attend a minimum 60%** of all lectures, seminars, tutorials, labs, and other required academic activities. Stated differently, students **may be absent from class a total of 40%** of all lectures, seminars, tutorials, labs, and other required academic activities.

Starting from the academic year: **2024 – 2025**, students are required to **attend a minimum of 75%** of all lectures, seminars, tutorials, labs, and other required academic activities. Stated differently, students **may be absent from class a total of 25%** of all lectures, seminars, tutorials, labs, and other required academic activities.

2. On the first day of classes, each instructor will review the guidelines governing the attendance in the module that are applied equally and without bias to all students in the class.
3. Students are responsible for tracking their own attendance records and for asking their instructors to inform them of their records of attendance if they, as students, have no access to their attendance records. If students believe that they have been incorrectly marked absent for a class, they have 48 hours from the time of the class in which they were marked absent to discuss this with the instructor.
4. Students whose attendance rate over a whole module exceeds the maximum allowed absence as outlined in IV.1 policy guidelines, above in this TKH policy, will receive a grade of **zero (0%)**, but will be allowed submission at the next resit opportunity.

Low attendance warning emails will be sent to students whose attendance is lower than the maximum allowed absence as outlined in IV.1 policy guidelines, above in this TKH policy at the end of week 3, week 6 and week 9.

- Any student receiving a warning email at the end of week 3 is expected to increase their attendance rate to be at least 50% (for 2022-2023), 60% (for 2023-2024) or 75% (2024-2025) by the end of week 6.
- Any student whose attendance is lower than 50% (for 2022-2023), 60% (for 2023-2024) or 75% (2024-2025) at the end of week 6 will receive a further warning email and will be asked to attend a meeting with their Course Director.
- If a student's attendance rate has not increased to at least 50% (for 2022-2023), 60% (for 2023-2024) or 75% (2024-2025) at the end of week 9, a final warning email will be sent and the student is expected to attend a meeting with their Head of School.

Module assignments submitted or exams taken by students whose attendance rate over a whole module is lower than 50% (for 2022-2023), 60% (for 2023-2024) or 75% (2024-2025) will receive a grade of zero (0%), as mentioned above, but submission at the next resit opportunity is permitted. If there is no engagement on the student's part by week 11 – as indicated by zero or very low attendance, non-attendance at the meeting with the Course Director or Head of School, and/or no submission of any academic work – the Head of School will submit a request to the Registrar's Office for the student to be withdrawn.

5. Students are expected to be present in the classroom/lecture hall during the entire class. In general, if a student chooses to leave the room/hall where the class is being held, the student is not permitted to re-enter the room/hall unless prior arrangements have been made with the instructor responsible for the class.
6. It is left to the instructor to determine whether to mark absent a student who chooses to leave the classroom after the class has begun.
7. For field trips/site visits where attendance is required, students on the trip who do not stay with the group for the entire duration of the trip/visit will be counted as absent. However, in accordance with the travel policy, all students will be expected to return to TKH using the same method of transportation that brought them to the location of the field trip/site visit.
8. The concept of “excuses” for absence, whether verified and/or provided by medical personnel or other qualified personnel, do not provide additional absence time to students beyond the number of absences allowed. This means that when students have a written excuse for their absence on a certain day, they are still marked absent for that day. **The number of absences allowed in this policy (see IV.1. above) is meant to include time for unavoidable absence, and all students are expected to use the allowed absence in cases where they are truly unable to attend.**
9. If a student's absence means they are unable to submit or participate in an **assessment** at the scheduled time due to an unavoidable emergency such as illness, an extension or deferral can be made. **This is a separate process.**

To apply for an extension or deferral of an assessment, please read the policy and follow the process described in the *Assessment Extensions and Deferrals Policy*, **found on the TKH website**. If eligible, the student should complete the form attached to the policy. This will enable Registry to consider allowing additional time to complete assessments.