

ATTENDANCE AND ABSENCES POLICY

Reference Number: RGR - 006

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	All UCA Students and Faculty
Responsible Office:	Office of the Registrar
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: The Attendance and Absences Policy is designed to regulate and ensure student attendance in classes, including lectures, tutorials, laboratory sessions, and problem-solving sessions. Attendance is considered a critical component of academic success at UCA, as consistent attendance contributes to student learning and development.

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1. POLICY STATEMENT

- 1.1. The University expects students to attend all scheduled classes, lab sessions, and problem-solving sessions, including those held online. Attendance is regarded as an individual responsibility, and students are accountable for any work missed due to absences. Faculty are required to monitor and record attendance and integrate attendance into course participation assessments where applicable.

2. PURPOSE

- 2.1. The purpose of this Policy is to ensure that students maintain regular attendance in their courses and fulfill all academic requirements by:
 - 2.1.1. Defining attendance expectations and procedures.
 - 2.1.2. Clarifying the consequences of absenteeism.
 - 2.1.3. Establishing guidelines for requesting excused absences.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

3. SCOPE

- 3.1. This Policy applies to all students enrolled in courses at the University of Central Asia, as well as faculty responsible for managing student attendance.

4. DEFINITIONS

- 4.1. Class. A scheduled educational session where students gather to learn under the tutelage of an instructor. It can include various formats such as lectures, discussions, tutorials, practical exercises, and online sessions. A class aims to engage students in learning activities, fostering knowledge acquisition, skill development, and critical thinking.
- 4.2. Lecture. A formal teaching session in which an instructor presents information on a specific topic to a large group of students, typically in a structured format. Lectures are designed to convey key concepts, theories, or knowledge within a specific subject area. The primary goal of a lecture is to provide a foundational understanding or overview.
- 4.3. Tutorial. A teaching session typically involving a small group of students and an instructor, designed to provide individualized guidance, clarification, and support on a specific subject or topic. The primary aim of a tutorial is to deepen understanding, apply concepts, and foster critical thinking, often supplementing larger lectures or practical sessions.
- 4.4. Lab session. A practical, hands-on learning experience where students engage in experiments, technical exercises, or demonstrations, typically conducted in a laboratory setting. These sessions are designed to apply theoretical knowledge from lectures or classes to real-world or experimental situations, enabling students to develop practical skills, conduct research, and analyze data. Lab sessions are guided by an instructor or lab supervisor, with a focus on observation, experimentation, and problem-solving within scientific or technical disciplines.
- 4.5. Problem-solving session. An educational activity in which students engage in applying theoretical concepts to practical problems or exercises. These sessions focus on analyzing, discussing, and solving specific problems related to the subject matter. The

aim is to enhance critical thinking, collaboration, and application of knowledge through guided practice, often facilitated by an instructor.

- 4.6. Term. A fixed period during an academic year in which a set portion of a course or program is delivered. It refers to a semester or its part and is used to structure the academic calendar. During a term, students attend classes, lectures, tutorials, lab and problem-solving sessions, and exams, with specific courses running throughout the duration. Each term concludes with assessments or examinations before a break period.
- 4.7. Faculty. Refers to any member of academic staff within the School engaged in the direct delivery of teaching and learning activities.

5. POLICY

5.1. Attendance Requirements

- 5.1.1. Students are expected to attend all scheduled classes, including lectures, tutorials, lab sessions, and problem-solving sessions.
- 5.1.2. Faculty must take attendance on the course page in the UCA Learning Management System at every class, including lectures, tutorials, lab sessions, online sessions, and problem-solving sessions.
- 5.1.3. Faculty failing to take attendance responsibly and following this policy will be subject to the terms of the Employee Discipline and Grievance Policy and Procedures.

5.2. Absenteeism

- 5.2.1. Students may not miss more than 10% of scheduled class time unless due to valid reasons, covered under the Approved Class Absences policy.
- 5.2.2. Students who exceed this limit without valid reasons will receive an “F” grade and will be required to retake the core or major-related course.
- 5.2.3. Students arriving for class more than 15 minutes late, without pre-approved permission, will be marked absent.

5.3. Absences for valid reasons

- 5.3.1. Valid reasons for absences include illness, accidents, family emergencies, legal obligations, religious holidays, military duties, and mandatory interviews for job or graduate school.
- 5.3.2. Students must submit documentation supporting the absence for valid reason to the faculty member in accordance with the Approved Class Absences policy

5.4. Exams and Assignments

- 5.4.1. Students who miss an exam or graded assignment due to valid reasons must request a rescheduling in writing to the course instructor with a copy to the Dean of the respective school.
- 5.4.2. If a student cannot complete all tests, exams, or graded assignments by the end of the term, they may request a deferral through the University Registrar. All deferred work must be completed by the end of the following term, except in exceptional circumstances approved by the Dean.

6. ROLES AND RESPONSIBILITIES

- 6.1. Students. Responsible for attending all scheduled classes, submitting appropriate documentation for excused absences, and ensuring that all missed work is completed.
- 6.2. Faculty. Responsible for recording attendance, notifying students of course requirements, and reporting excessive absenteeism to the Dean of the School.
- 6.3. Dean of the School. Oversees the implementation of the Policy, reviews requests for deferrals, and addresses cases of non-compliance.
- 6.4. Registrar. Responsible for processing deferral requests and maintaining academic records related to attendance and absences.

7. PROCEDURES

- 7.1. Reporting Absences. Students must notify their faculty in writing of any absence and provide necessary documentation within one week of the missed class.
- 7.2. Deferral Requests. Students unable to complete exams or assignments by the end of the term must submit a written request to the Registrar. Deferrals beyond the next term require approval from the Dean of the School.

8. CONTACT INFORMATION

Office of the Registrar (registrar@ucentralasia.org).

9. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				
2				