



The British University in Egypt

Student Attendance Policy

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Student Attendance Policy

The British university in Egypt has obligations to students, their parents and other family members to provide a quality educational experience in a supportive learning environment.

Students have obligations to themselves, their families and the university to ensure that they make the best use of learning opportunities provided by the University so that they may achieve a degree of high academic standing.

It is widely acknowledged across Higher Education, supported by experience and research, 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 a particular topic. Their absence is also a sign that they may be distracted by other issues which can impede their learning.

Requirements and Procedures

1. All students are expected to attend and participate in all teaching and learning sessions in order to benefit fully from their university experience.

2. Students should contact the relevant Teaching Assistant and then Module Leader if they have any concerns about understanding the requirements and/or content of a particular module.

3. Students should contact either their Personal Tutor or their Head of Department if they wish to seek advice with regards to their studies.

4. **Module outlines on e-learning** shall specify the core teaching sessions for modules **for which student attendance shall be recorded** and indicate that **non- attendance shall be reported** in accordance with paragraphs 7 – 12 below.

Core teaching sessions shall be determined by Module Leaders in consultation with Heads of Department and the Dean as appropriate. The core sessions will vary from faculty to faculty. In the case of Final Year students, Module Leaders shall determine attendance requirements that are consistent with the level and nature of study and with the requirements of projects and dissertations.

1. Initially the **minimum attendance required shall be set at 75%** of the core sessions (unless otherwise stated by Faculty by law). This requirement will be introduced from the start of each academic year and will apply to all students without exception, including students who are repeating.

2. The attendance policy is applied from teaching Week 2 to teaching Week 11.

3. Once a student has missed a **specific number** of the core teaching sessions as specified by the faculty council, the Module Team shall arrange for a **Student Absence flag to be inserted** in a student's record **on the Student Record System (SRS)**. This shall lead to letters in English and Arabic to students,

copied to their parents (and to Personal Tutors of Preparatory Year students), informing them that they are deemed “**At Risk**” of failing the modules concerned due to their poor attendance. The letters shall inform students that they should attend classes immediately, remind them of the **Student Absence Procedures** and encourage students to meet the relevant Module Leader(s) to discuss any additional support that students might require.

4. If students “At Risk” continue not to attend and miss **further** core teaching sessions as specified by the faculty council, Module Team shall arrange for a second flag to be inserted on the SRS. This shall lead to second letters in English and Arabic to students, copied to their parents (and to the Personal Advisors of Preparatory Year students) informing students that they are deemed “**At Significant Risk**” of failing the module(s) concerned due to their continued poor attendance, and if they miss one further core session, they may not be allowed to take the final exam.

5. The Faculty Council will review the current overall academic performance of students “**At Significant Risk**” as outlined in section 8 to whether they are barred from taking the final exam.

6. Students who fail to meet the minimum requirement of attending **75%** of the core sessions will receive a letter in **Week 12** of the Semester, copied to their parents and sent by registered mail, advising them that as a consequence of failing to meet the minimum attendance requirement they will not be allowed to take the final exam.

7. Where there is no unseen exam in a particular module students will be barred from receiving marks for the major component of the module.

8. Letters to students and parents shall highlight the consequences, as specified below.

9. Students who have a genuine reason for their absence should use the **Student Absence Procedures** which might lead to discounting the absence period and allow the student to attend the unseen exam

10. Absence forms must be submitted online before teaching Week 12 and within 10 days of the circumstance occurrence.

11. Students with outstanding fees will be recorded as absent automatically. In case the fee is paid after teaching Week 6, the student may have been barred already and has no ground to appeal.

Penalties for non-attendance

Students who do not fulfill the attendance requirements for a module shall receive letters which highlight the obligations of students regarding their studies and confirm the following:

- that, if students fail modules, they have **only a limited number of attempts** to pass modules, as specified in the Undergraduate Academic Regulations (UAR), if they are to meet the UAR requirements for the award of a UK Degree
- that **students may be prevented from re-sitting modules** during the Summer Assessment Period, depending on the number of credits failed, as specified in the UAR;

- that students may be prevented from compensation (condonement) in relevant modules.that student interim transcripts will indicate “Barring” flags for the module(s) concerned.