

Policy:	Student Attendance
Code:	06ST14
Reviewed/ Revised:	30/05/2022
Policy Owner:	Head of Academic Services and Registry (Registrar)
Target audience:	Academic Services & Registry Dean, Program Managers, Faculty, Students, Student' parents, sponsors and guardians

PURPOSE:

This policy states the attendance procedures regarding students' attendance at classes and class activities, both on-line and off-line. Details of this policy and its potential impact on student grades and other curricular activities are stated in each course syllabus. The outcome of this policy is:

- to ensure that students at risk are identified promptly and provided required student support,
- to monitor and manage student retention rates and bring any potential risk to the attention of the faculty, Program Managers and/or Dean,
- to ensure that faculty are taking attendance to abide by relevant course filing,
- to promote student' professional behaviour, student' academic success, student' group work and improve and/or maintain students' professional behaviour

SCOPE:

Attendance reflects upon students' ability to show commitment and an exemplary hospitable attitude towards themselves, their fellow students, EAHM staff, and any external stakeholder. Class attendance is mandatory across all EAHM programmes, including courses delivered via distance learning. This policy helps students learn to understand the importance of time management, social interactions, and team commitment within academic and professional expectations. Attendance is often a precursor and leading indicator of student success.

DEFINITIONS:

Policy: A policy is an official statement that describes an organization's requirements regarding behaviour, actions, or approaches to a subject.

Absences: any occasion or period being away from class or location as prescribed by the EAHM timetable, provided to students via Moodle and in class.

Absences include:

- Illness (headache, flu, stomach issues, mental health issues)
- Private festivities and celebrations
- Job interview
- Extracurricular activities
- Religions accommodations

Absences in the context of EAHM refers to class(es) and are subject to the course syllabus.

Allowable Absences: this policy states that a maximum of four (4) allowable absences are available to each student per (theoretical) course.

Absence on medical grounds:

Absences on Medical grounds should be supported by a Medical Certificate: a document issued by a licenced medical practitioner and issued in person to the student. Once returned to the class, the student is requested **within three working days** of their return to support their cause providing the medical certificate or other related supporting documents, which are assessed by the Program Manager and stored at the Academic Services and Registry Office. If ill a student must obtain a medical certificate **with 24 hours of absence** to support their absence and present the original to the Program Manager and Registry Office. EAHM will NOT accept medical certificates issued by online providers. The certificate must be issued by a Dubai based in person medical facility. All other matters regarding absences go by the approval of the Program Manager.

Absences*	Action:	Penalty:
1	Registration in SIS	None
2	Registration in SIS / automated digital warning letter	1 st (automated) warning letter to student, guardians and/or parents (cc all faculty and Registrar Office)
3	Registration in SIS / final warning letter	2 nd (automated) warning letter to student, guardians and/or parents, (cc all faculty and Registrar Office) by PM
4	Registration in SIS / deregistration of the course	Deregistration of the course, (cc all faculty, EAHM management, guardians and/or parents) by Registrar Office

The allowed absence threshold for practical courses, is **two.*

POLICY STATEMENT:

Attendance reflects the student's ability to show commitment to their studies and an explanatory attitude towards themselves, fellow students, EAHM Staff and external stakeholders.

RESPONSIBILITY:

The Registrar and the Programme Manager(s) are responsible for effective implementation of this policy on a day-to-day basis. Faculty is responsible for the attendance record execution, within 24 hours of the class delivery.

Policy owners:

Administration Services & Registry, Dean, Faculty, Program Managers, All students, Quality Assurance Unit

IMPLEMENTATION OF THE POLICY:

This policy should be implemented from Trimester 1, 2022-2023

ASSOCIATED DOCUMENTS:

- Arrival Guide
- Student Handbook
- Academic Catalogue
- Internship Handbook

DATE OF NEXT REVIEW:

The next review date for this policy is in **February 2024**.

POLICY APPROVALS RECORD

Policy Name:	Student Attendance	
Policy Code:	06ST14	Formerly: EA/ADM/001
Date of first approval:	07/10/ 2007	

Reviewed/ Updated	Details of Amendment
30/05/2022	- Process of issuance of attendance warning letter automated with the sponsor/parents in copy