

PTT2. Policy for attendance

Attendance of lectures and classes is compulsory for taught modules in any mode, i.e. physical or online.

Absences are registered through the Student Information System. Students are informed weekly about their absences in every module they attend.

In case of absence, students are required to bring in supporting documents within a two-day period in order to justify their absence. In case of medical reasons, medical notes should normally be obtained from a Public Hospital.

1. Semester Programmes

The number of absences should not exceed the number of absences, which is defined as 25% of the total number of classes for this module. This limit also includes absences due to medical reasons.

Indicatively the Maximum Number of Absences allowed for modules is shown in the following table:

Total Contact Hours per module	Maximum Number of Absences allowed
10	5
24	6
28	7
30	8
36	9
40	10

2. Yearly Programmes

In yearly programmes that are taught in blocks over weekends, the number of allowed absences is determined as the 25% of the total number modules.

Indicatively the Maximum Number of Absences allowed is shown in the following table:

Total number of taught modules in the PGT programme	Maximum Number of modules in which a student may be absent (due to a justified and documented reason)
8	2
9	2

3. Tutorials and Supervision

Attendance of scheduled tutorials and supervision meetings is compulsory.

4. Procedure and Penalties

A candidate who fails to comply with this policy may be denied the credits assigned to the relevant module. More analytically:

4.1 Students approaching/ reached the limit of absences in module(s)

Departments identify those students who are approaching or have already reached the maximum number of absences in any module and send to them by email a warning letter.

4.2 Students exceeded the limit of absences +2 in module(s)

1. Departments identify those students who have exceeded the number of absences allowed +2. Extenuating circumstances will be taken into account.
2. The Progress Review Committee should meet to take action for those students (in or without the presence of the student):
3. The student is allowed to keep attending the classes until the end of the semester
4. The student is allowed to submit/sit any remaining assessment component.
5. The student will be penalised; be awarded a cap overall mark (40% for UG, 50% for PGT) for the module(s) that have exceeded the number of allowed absences.
6. The student is informed by an email.
7. An updated record is kept of those students and is disseminated with members of staff.

4.3 Student has been absent for more that the 75% of a module's contact hours

1. Departments identify those students who have been absent in more than 75% of the contact hours +2. Extenuating circumstances will be taken into account.
2. The Progress Review Committee should meet to take action for those students (preferably in the presence of the student):
3. The student will not be allowed to attend or be assessed from that point onwards.
4. The student is deemed not to have attended the module and credits for that module will be denied. The student is obliged to attend the module again in the next occasion (most probably the next academic year).
5. The student is informed by an email.
6. An updated record is kept of those students and is disseminated with members of staff.