



WESTMINSTER
International University in Tashkent

WIUT STUDENT ATTENDANCE POLICY



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Background

The Student Attendance policy involving accumulation of points has been enacted since December 2015. The subsequent amendments to the policy were made at AC N59 in April 2018.

The previous version of the Attendance policy was closely linked with the procedures of the WIUT Disciplinary policy. The proposed amended version separates the two policies. The points received under the Attendance policy will not sum up throughout Levels 3-6, neither combined with those accumulated in other types of disciplinary misconduct.

Thus, this paper proposes an updated Student Attendance Policy to come into force from Semester I of the 2024/2025 Academic year.

Principle statement

WIUT operates a two-tier approach to student attendance:

- I. An institutional attendance monitoring;
- II. Classroom attendance monitoring for educational purposes.

- A. Institutional attendance is monitored by automated facial recognition systems. Students are responsible for registering their attendance at the University through established electronic systems.***
- B. Classroom attendance is monitored by academic staff and regulated by respective personal tutors. Full-time Students are required to attend all scheduled classes for educational purposes.***

1. Definitions

- 1.1 Institutional attendance is to be understood as the formal presence of students at the University on any given day.
- 1.2 Classroom attendance is understood as the presence of students at the venues of formally taught and timetabled sessions.

2. The Institutional attendance

The principles of this policy apply to Full Time Students:

- 2.1 Must attend the University on each working day - Monday to Friday for each Semester, including Assessment weeks.
- 2.2 Be available to attend the University from the Start to the End of the Academic year.
- 2.3 Must apply for authorized absence for any period in the Academic Year, as in the agreed policy, if they are not able to attend the university.
- 2.4 *Are* responsible for registering their entry and exit to and from the University.

Original Text:

Lobar Babakhodjaeva, Dean on Teaching and Learning, WIUT

Revised: May 2024

Approved: Academic Council of 26 June 2024



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2.5 *Have* to be present on the University for at least 2 hours in a working day, determined by the time as registered on entry to the time registered on exit.

2.6 Absence from University for more than 5 consecutive days is expected to be authorised by the relevant Faculty office by the means of the "Approval for Absence Form" before the expected absence. It is the student's responsibility to ensure that the "Non-attendance explanation form" is completed during or after the absence of 5 consecutive days, and submitted online [[Intranet](#)].

Part Time students, please refer to the note at the end.

3. The classroom attendance

3.1 Students are expected to attend all formally taught classes as part of their programme of study. Students should attend their scheduled class per the University timetable. Attendance outside the scheduled classes is permitted at the discretion of the respective lecturer.

3.2 Presence is expected for induction weeks and any other events as indicated in the Course Handbooks for specific Courses.

3.3 Students must expect their attendance to be recorded at all sessions organised by the University.

3.4 Recording of the attendance is the responsibility of staff members delivering the formally taught session.

3.5 Provision of technical means for recording attendance is the University's Management responsibility.

3.6 Students, their personal tutors or equivalent, and the University administration will have access to attendance records.

3.7 The Faculty office is responsible for making sure that all academic staff members record attendance in formally taught sessions.

3.8 Arriving late in class (15 minutes or more) is not considered a good practice and the lecturer may not allow latecomer to enter.

4. Non-attendance

Non-attendance without a valid reason will be acted upon, by the University in accordance with this policy, handbook of academic regulations and other related internal and external documents.

Institutional non-attendance

4.1 Where a student has been absent from the University for 5 consecutive days without an approved Non-attendance form, and has not spent at least 2 hours a day in the University then:

- The student will automatically be given 1 (one) points.
- The student will be informed of this decision with the dates of absence and students are warned about the consequences of further offence.

4.2 Where a student incurs additional points and the accumulated points reach **5 points** during one (1) academic year, s/he will be running the risk of being suspended from study. The decision the suspension will be made in accordance with the rules set in the "Protocol of Monitoring of Student's Non-Attendance".

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4.3 Where a student is prohibited entrance due to non-payment of the tuition fee, it is that student's responsibility to contact WIUT Financial department and to notify Dean's Office.

Classroom non-attendance

4.3 Non-attendance at all formally taught sessions for more than **74 formal teaching hours** within one semester may lead to exclusion from the University.

4.4 Non-attendance in three sessions at any given module of any student is to be addressed by the respective personal tutor for the purposes of identification of reasons for non-attendance and drawing individual student engagement plans in case of identification of potential problems. Such cases are to be formally reported by the personal tutor to the Dean's office in accordance with required formats.

5. Right to Appeal

5.1 The student has the right of appeal against accumulated points and the penalty if they have evidence that shows they had authorised absence or evidence acceptable as under mitigating circumstances, or if there are material, procedural or system errors.

5.2 Such evidence must be submitted to Faculty by e-mail, as soon as the evidence becomes available to student, but no later than 10 working days following the notification issued to the Student by the Faculty. An appeal submitted after this deadline may, exceptionally, be admitted at the discretion of the Faculty Administration where the student can provide good reason, to the satisfaction of the Faculty Administration, for its late submission.

Failure to submit the evidence prior to the commencement of the suspension or the exclusion of the student from study at WIUT, the Faculty reserves the right to no longer consider the appeal submitted later than 10¹ working days from notification. Such measure must not be perceived by student as punitive but as a necessity to compensate for time missed from education.

5.3 Once the student's status in SRS is set to 'Interruption (or Suspension)', no assessments of any type must be uploaded by the student, nor will they be marked. It is the student's responsibility to be aware of their status.

NOTE: Part Time Students and Level 7 Students

This policy relates to Full-Time students only. Attendance for educational purposes is embraced in the Handbook of [Academic regulations, Section 18](#), p. 122 and shall be used for Part Time students, Level 7 students or students on other than Full Time modes, to review their position with respect to recommending any action or advice.

Part Time students are required to attend the institution at the Time Tabled times for classes unless agreed otherwise.

¹ In exceptional cases this period may be extended for the duration of the specific condition reported.

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