



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 concentrates on institutional and in-class attendance. This paper proposes to amend the in-class attendance, procedures and notifications, taking force from Semester 1 of 2026/2027 Academic Year.

With the addition of a newly established platform for attendance record keeping, the process of monitoring, notification and non-attendance explanation is streamlined.

The current policy is in line with **Resolution of the Cabinet of Ministers of the Republic of Uzbekistan 13.09.2025, № 578**, “On approval of regulatory legal acts governing the admission process to higher education institutions”.

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 seminar lecturers via the online attendance system. 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 for each Semester- Monday to Friday, where classes are scheduled, and on Saturdays when classes are scheduled.
- 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.
- 2.5 Institutional attendance is monitored for compliance and record-keeping purposes.

Part Time students, should refer to the **note at the end**.

Students who Retrieve/Trail modules should refer to **Section 5.4**.



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3. The classroom attendance

3.1 Students¹ must attend all formally taught classes as part of their programme of study. Students should attend their scheduled classes 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 the attendance is the responsibility of the seminar lecturers delivering the formally taught session.

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

3.6 Students must inform seminar lecturers delivering the formally taught session as soon as possible if attendance was not recorded for a formally scheduled class. The seminar lecturer will update the attendance record if there is a technical error. Should the attendance record remain unrectified, the student should inform the Module Leader of the specific module no later than 6 working days.

3.7 Students, their Personal Tutor or equivalent, and the University administration will have access to attendance records.

3.8 The Faculty office is responsible for making sure that all seminar lecturers record attendance in formally taught sessions.

3.9 Arriving late in class (15 minutes or more) is not considered good practice, and the lecturer may not allow the 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.

4.1 If a student has faced an unforeseen reason that prevented him/her from attending scheduled classes, the student must submit a non-attendance explanation form. Each application will be reviewed by:

4.1.1 Respective Course Leader for non-attendance explanation:

The Non-attendance explanation form cannot be approved in cases where:

- The student (Undergraduate) wants to travel for work-related causes
- The student is absent due to attending an external conference, workshop, or training
- This list is not exhaustive, and approval is subject to the decision of the course leader

The Non-attendance explanation form can be approved in cases where:

- The student is absent due to attending a WIUT conference, a UoW event.
- The student is absent to participate in a city-, country-, or international-scale official government event (not exceeding 5 university days).
- The student is travelling to attend a family member's (siblings') wedding, or her/his own engagement and/or wedding (each duration not exceeding 5 university days). Documentary evidence of the relationship to the family member should be attached.
- The student is travelling to attend a family member's (parent or grandparent) funeral up to 5 university days. Documentary evidence of the relationship to the family member should be attached.
- The student is absent due to financial debts (not exceeding 5 university days).

¹ Full time Students and Module Retrievers



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- Any unforeseen and critical situation that is out of the student's control.

4.1.2 Medical department (or their representative) for non-attendance explanation relating to "medical" reasons. The medical department can request additional documentation, information or history from the student.

- The student is absent due to illness or medical procedures (providing an official medical certificate from public medical institutions, or a medical certificate from private medical institutions, including, but not limited to, exit documents).
- The student is on leave due to child delivery (up to 2 weeks. If longer, Interruption of study is recommended).
- This list is non-exhaustive, and students may submit any additional evidence that can verify their medical condition.

4.2 Non-attendance records and approval are subject to review and denial by the Deputy Rector on Student Affairs and the Rector's Advisor at any stage of the non-attendance explanation process, even after approval by the Course Leader.

Classroom non-attendance

5.1 In cases where a student has been absent from **seminars or workshops for a semester** without an approved Non-Attendance Explanation Form:

- It is the student's responsibility to track their attendance and ensure that a Non-Attendance explanation is submitted within due course.
- Non-attendance in any module by any student is to be addressed by the respective Personal Tutor to identify reasons for non-attendance and to develop individual student engagement plans in case potential problems are identified. Such cases are to be formally reported by the Personal Tutor to the Dean's office in accordance with the required formats.
- Students may approach their Personal Tutors to provide an explanation of their non-attendance, to receive guidance and be informed of potential consequences.

5.2 Where a student has been absent from **37 hours² for a semester or 74 hours for an academic year of consecutive or non-consecutive seminars or workshops** without an approved Non-attendance Explanation Form, then they will be suspended from study. The decision about the suspension will be made in accordance with the rules set in the "Protocol of Monitoring of Student's Non-Attendance".

5.3 Non-attendance assigned to a student for absences across multiple modules will be cumulative.

5.4 Non-attendance for students who have failed modules and are trailing/retrieving will have **10 hours per 20 credits**. These hours will be added to the threshold in 5.2.

² In accordance with Chapter 6, Article 49(g) of Resolution No. 578 of the Cabinet of Ministers of the Republic of Uzbekistan, dated 13 September 2025, approving regulatory legal acts governing admission procedures to higher education institutions, students who accumulate more than 74 hours of unexcused absence from scheduled classes during a semester shall be excluded from their studies. This threshold has been adjusted by the University, where necessary, to reflect its student workload model and curriculum structure while maintaining the intent of the national regulation.

Institutional non-attendance

5.5 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.

5.6 Non-Attendance caused by non-payment of the tuition fee is subject to approval of non-attendance, depending on the length and reason of the non-payment, by the Course Leader and Dean's Office.

5.7 A Faculty officer may utilise institutional attendance data to verify a student's in-class attendance. Any confirmed cases of manipulation related to in-class attendance, such as sharing QR codes with individuals outside the University or impersonating another student, will be subject to disciplinary investigation.

5.8 Where a student provides false, misleading or vexatious claims for their institutional or in-class non-attendance, the student will be subject to disciplinary investigation.

6. Right to Appeal

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

6.2 Such evidence must be submitted through the Non-attendance explanation form, as soon as the evidence becomes available to student, but no later than 10 working days following the notification issued to the Student. 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 10 working days³ from notification. Such measure must not be perceived by student as punitive but as a necessity to compensate for time missed from education.

6.3 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.

6.4 In case the student has obtained evidence that was not available to the student within the 10 working days provided under section 6.2, the student may submit an appeal to the Faculty Administration and their respective Course Leader.

6.5 For further deliberation on non-attendance after the student is suspended, it is recommended to approach the personal tutor (by the student) or inquiry office (for third parties).

6.6 Third parties (parents and legal guardians) will be informed of the suspension status of the student.

³ In exceptional cases this period may be extended for the duration of the specific condition reported.



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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, *Guidance on Student Responsibilities – Engagement & Withdrawal* p. 8 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.