

University Management System: Attendance Regulation

Article 1

Purpose

This regulation outlines the procedure for managing student attendance using an online system within the University College "Canadian Institute of Technology".

By adhering to this regulation, we aim to maintain integrity and accountability in the management of student attendance within the CIT.

The Policy is designed to support and monitor the engagement of all students. To achieve academic success most students will need to engage fully; studying and attending lectures, seminars and labs/workshops provides opportunities to develop the skills and knowledge necessary to successfully achieve the outcomes of our taught programmes. Non-engagement can be an indicator that a student is not thriving academically or personally.

This Policy is applicable to all students: undergraduate and postgraduate

Key principles:

'attendance': is defined as regular engagement in learning activities including lessons, seminars, exercises, labs, projects.

'presence': being present in the class.

'absence': the state of being not present in class during teaching hours

'0' (zero): students' status that show the misuse of the attendance code

'FNA': Failed for Non-Attendance

Article 2

Attendance policy

Students are expected to engage in their learning and attend all timetabled teaching sessions unless advised otherwise. Where a student is not actively engaging in their studies, the University reserves the right to withdraw them from their programme of study.

Special arrangements should be made when students are pursuing a mobility programme away from the University for a period of one (1) semester or more. In this case the instructor is notified by the Head of Department or Registrar in regard of this student.

Other than in cases of absence for health issues or disability-related absence, students are required to fulfil any specific academic attendance regulations for their courses, which are specified in the syllabus policy. Failure to comply with these regulations may affect academic progression.

The University recognises that, in certain circumstances, a student may be absent from attending for a reason related to their disability or health issue.

Students may not be able to attend class due to health concerns. In such a case, the student must notify the faculty member as soon as possible, ideally in advance of the class. If a student will be absent for any health issue he has to document the reason and submit an official report.

Activities forming part of an approved programme are not regarded as 'absence' under these regulations and would include, for example, field courses, attending conferences at other institutions, collecting data for a project, undertaking distance learning. Such activities must be agreed in advance with the course instructor and have his official permission otherwise it will be counted as absence.

Article 3

Attendance Code

Instructors will provide a unique attendance code to students at the beginning of each class session. This code will be used by students to check in and mark their attendance online.

To provide the code an instructor must follow the following steps:

- a) Click on the register.
- b) If the status is "Not Active" or empty, click on "Activate Code."
- c) The code will be active for students for 30 minutes and will automatically change status from 'Active' to 'Not Active'.
- d) Every teaching hour, instructors need to repeat the steps to activate a new code, and it will remain active for 30 minutes. Each code is unique to its register.
- e) After 30 minutes those students that have not checked in, will be marked Absent.
- f) The professor can edit absences: Professor can convert a 'Presence' to 'Absence' by removing the X from the 'Presence' column and insert X on the 'Absence' column.

Article 4

Check-in Procedure

Students are expected to attend and participate in every course, 75% of the teaching hours.

Students present in the class are required to use the provided attendance code to check in through the university management system. Failure to do so will result in the student being marked absent.

Article 5

Misuse of Attendance Code

If students misuse the attendance code by checking in even when they are not physically present in the class, Instructors have the authority to monitor and verify the attendance records. If an instructor identifies any student who has checked in without being present, they reserve the right to change the student's attendance status from "present" to "0" (zero).

Article 6

Consequences of Misuse

If a student is marked as "0" (zero) due to misuse of the attendance code on two occasions within a semester for the same course, the student will be considered FNA (Failed for Non-Attendance) for that course.

Article 7

Appeals Process

Students who believe that their attendance has been incorrectly marked as 0 have the right to appeal to the instructor within 2 days. The instructor will review the appeal and make necessary adjustments to the attendance record if deemed appropriate within 5 days.

Article 8

Compliance

All students and instructors are required to adhere to this regulation to ensure fair and accurate attendance tracking within the university management system.

Article 9

Implementation

This regulation shall be implemented effective immediately and communicated to all students, faculty, and staff.

Any modifications or amendments to this regulation shall be made with the approval of the Academic Senate and communicated to all relevant stakeholders in a timely manner.

Article 10

Makeup classes

The University may be closed to certain on-campus activities, as a result of inclement weather or other conditions that may affect student's and staff presence at CIT. Under such conditions and circumstances, faculty are encouraged to makeup classes, whenever possible.

Approved by the Chair of the Academic Senate

Rector

