Student Attendance Policy

INFORMATION	
Title	Student Attendance Policy
Document number	2023/PO-026
Purpose	This policy is to ensure and monitor students' regular and consistent attendance in all the educational programmes.
Audience	Staff; Students; Public
Category	Administration
Subcategory	- Academic Management
Approval date	01-January-2023
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Policy owner	Operations and Academic Registry and Student Experience
Responsible for Document Review	Operations and Academic Registry and Student Experience
Approving authority	Academic Governance Committee

1.0 Introduction
2.0 Aims and objectives
3.0 Scope
4.0 Policy statements
5.0 Roles and responsibilities

1.0 Introduction

1.1. The aim of Oryx Universal College (OUC) is to encourage and support students throughout their time at OUC to achieve their full potential by providing a supportive learning environment.

1.2. One indicator of a student's likely success is good engagement with all aspects of their studies, including attendance at timetabled classes.

1.3. The College has extensive evidence that shows that students with high levels of attendance at timetabled classes get the best marks.

2.0 Aims and objectives

2.1. To support this aim, we will monitor your attendance at all programmes related to course activities.

2.2. To include activities such as; timetabled teaching events, research supervision sessions, placements, and tutorials.

2.3. The key driver for this is to support students to succeed by identifying at an early stage any student who is starting to disengage with their studies.

2.4. The OUC teams are on hand to provide students with help, guidance and support on any aspect that is preventing them from attending their studies.

3.0 Scope

3.1. This policy is for monitoring students' attendance and identifying concerns.

3.2. This policy is to initiate communication via the OUC email account for any attendance issues.

3.3. This policy is following an escalation process involving meetings with Academic Registry, Programme Coordinator, or nominated staff member for ongoing attendance concerns.

3.4. This policy is a commitment to provide support for students to catch up on missed content and re-engage with their program.

3.5. This policy also emphasizes the student's responsibility for maintaining up-to-date studies and coursework as higher education students.

4.0 Policy statement

4.1. Implementation

4.1.1. In addition to monitoring your attendance at programme related events, all students may be required complete an email attendance exercise confirming their ongoing attendance at OUC.

4.1.2. In this case an email will be sent to your OUC email account, and you will be expected to reply accurately and promptly to these emails.

4.1.3. If you have any questions about attendance and absence reporting, please contact the Office of Student Experience and Registry at registry@oryx.edu.qa.

4.1.4. Don't forget, we're here to help and support you, all you need to do is ask.

4.2. Student Responsibilities

4.2.1. The more effort you put in, the more you will get out of being on your programme. This will be reflected in both your academic marks and your personal and professional development. Please make every effort to attend all your timetabled activities.

4.2.2. The attendance of all students is monitored on a regular basis during teaching periods by OUC-LJMU. Attendance is recorded on module basis. per semester e.g. For example, your attendance for the module 3500FETQR (Academic English Skills) will be recorded separately to your attendance to the module 3503FETQR (Project Study). Your attendance may have a direct impact on your grade of the particular module.

4.2.3. If you miss to attend one week of timetabled sessions for a module [for example, for the UG Module Academic English Skills there are 4 timetabled sessions per week and for PG module Project Management Fundamentals there is 1 timetabled sessions per week], the module tutor will contact you via your OUC email account to find out why you have been missing lectures so as to make sure that everything is alright.

4.2.4. If you are absent for two consecutive weeks for a module without explanation, you may be asked to come in for a meeting with the Module Tutor/Personal Tutor to discuss your reasons for absence and to identify any additional support that you might require to successfully continue your programme of study.

4.2.5. Similarly, if your overall attendance falls below 50% at any point of time during a semester, the Academic Registry Officer will arrange a meeting with the Programme Coordinator, Associate Dean of Student Success, and Wellbeing and possibly with the Dean of Academic Affairs. Failure to attend this interview could result in you being 'withdrawn' from the programme of study.

4.2.6. If a student is withdrawn as a result of non-compliance to the attendance policy as explained above, the tuition fee will be recalculated as described in Student Handbook Section 1.11 ("Your Liability in case of Withdrawal"). Any liability of tuition fees will not be waived if the student is withdrawn from the programme as a result of non-compliance to the Attendance Policy.

4.2.7. OUC may implement regulations and policies in relation to attendance from time to time and all students must adhere to such measures without exception.

4.2.8. Attendance marked in class will be cross-checked with the Access Control System of the building. Your entry and exit must be recorded in the Access Control System of the building. If not, you may be marked as absent even if the class register states otherwise.

4.2.9. To read the "Withdrawal and Refund Policy" and "Tuition Fee Policy", please visit the 'Policies' section on the OUC official website (www.oryx.edu.qa).

4.3. Lateness

4.3.1. Students are expected to be on time for all their sessions. It is up to the discretion of each individual lecturer to take action on lateness.

4.3.2. Students arriving later than 1/3 into the sessions, may be marked late.

4.3.3. Students who are regularly late or late consecutively for more than 3 days, may be marked absent for 1 day. This is up to the discretion of the lecturer, depending on the following factors:

- On hearing justifiable reasons for being late
- Frequency of the offender
- Duration of the session

4.4. Summary

4.4.1. The OUC attendance and engagement policy highlights the critical role of consistent attendance in achieving academic success.

4.4.2. If students fail to meet attendance standards, the policy outlines a series of interventions, culminating in possible withdrawal from the program with non-refundable tuition fees.

4.4.3. The policy also employs a number of techniques and tools for attendance verification, while giving faculty members discretion to address lateness.

4.4. Advice and Information

4.4.1. The OUC Academic Registry Staff are available to advise students on matters related to attendance. Employees should contact People and Culture with their concerns.

4.4.2. Information on this Policy Procedures is available on the College website at https://www.oryx.edu.qa/policies/ or by contacting the Academic Registry via telephone numbers +974 4021 0000 or via email at registry@oryx.edu.qa.

4.4.3. Further information and contact details are available on the College website at https://www.oryx.edu.qa/

5.0 Roles and responsibilities

ROLE	RESPONSIBILITY
Academic Registry	Responsible for providing advice and assistance for students.
Director – Operations	Responsible for complying with requirements of the local laws and providing adequate support in all the College's activities.
Associate Dean of Student Wellbeing and Success	Responsible for providing adequate support and guidance to students reported of violating this policy.
All Staff	Responsible for raising awareness and reporting any violations of this policy.

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	• NA
Policy	• Student Code of Behaviour and Disciplinary Procedures
Procedures	• Data Protection (Fair Processing) Students Procedure
Local protocols	• Ministry of Education and Higher Education Guidelines
Forms	• NA