

# **Student Attendance Policy**

## STUDENT ATTENDANCE POLICY

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### Revision History

Revision No.	Revision Date	Section No.	Remarks
1.0	August, 2022		New Document
2.0	August, 2025	All Sections	Updated

### Dissemination

Through OU Student Support Service Portal and website to all OU students and staff.

### Internal Control and Validation

To ensure compliance with this policy and procedure:

- The Dean, Academic Affairs is responsible for the implementation.
- The Academic Registry maintains control and compliance.

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## 1.1. Policy Objective

- 1.1.1. The primary objective of this policy is to support the academic success and personal development of every student at Oryx University (OU).
- 1.1.2. Regular and consistent attendance is a proven indicator of student achievement.
- 1.1.3. This policy establishes a framework for:
  - Monitor student attendance and engagement across all educational programmes.
  - Identify students at risk of disengaging from their studies at an early stage.
  - Initiate supportive interventions to help students overcome barriers to attendance.
  - Clearly outline the responsibilities of both the students and the University in maintaining attendance standards.
  - Ensure a consistent and fair process for addressing attendance concerns.

## 1.2. Domain of Implementation

This policy applies to:

- 1.2.1. All enrolled students at Oryx University (OU).
- 1.2.2. All staff members are involved in teaching, student support, and administration.
- 1.2.3. All programme-related activities, including but not limited to:
  - Timetabled lectures, seminars, and labs.
  - Research supervision sessions.
  - Tutorials.
  - Placements.
  - Any other activity designated as mandatory for a module or programme.

## 1.3. Definitions

<b><i>Absent</i></b>	A student who is not present for a timetabled session.
<b><i>Late</i></b>	A student who arrives after the official start time of a session. Arrival later than one-third into the session may be recorded as late.
<b><i>Present</i></b>	A student who is in attendance for the full duration of a timetabled session.
<b><i>Withdrawal</i></b>	The formal termination of a student's enrolment is due to failure to meet academic or attendance policies.

## 1.4. Abbreviations

OU	Oryx University
LJMU	Liverpool John Moores University
NS	No Show

## 1.5. Application / Execution

Attendance monitoring and the application of this policy will be executed as follows:

- 1.5.1. **Monitoring:** Attendance is monitored on a per-module basis throughout each semester.
- 1.5.2. **Verification:** Attendance marked in class will be cross-checked with the building's Access Control System. A student's entry and exit must be recorded by the system; failure to do so may result in being marked absent.
- 1.5.3. **Communication:** Formal communication regarding attendance will be sent exclusively to the student's official OU email account.
- 1.5.4. **Email Confirmation:** Students may be required to complete email attendance acknowledgement to confirm their ongoing engagement and must reply accurately and promptly.
- 1.5.5. **Intervention Escalation:** The University follows a structured escalation process for ongoing attendance concerns, which may involve meetings with Module Tutors, Personal Tutors, the Academic Registry, Programme Directors, and senior academic leadership.
- 1.5.6. **Support:** The key driver of interventions is to provide help and guidance. The University is committed to supporting students to catch up on missed content and re-engage with their programme.

## 1.6. Student Responsibilities

Students are expected to take primary responsibility for their engagement and academic progress:

- 1.6.1. **Maximising Engagement:** Students must make every effort to attend all timetabled activities. High engagement is directly reflected in academic performance and personal development.
- 1.6.2. **Understanding Impact:** Students should be aware that attendance may have a direct impact on the grade for a specific module.
- 1.6.3. **Maintaining Studies:** It is the student's responsibility to maintain up-to-date studies and coursework.

- 1.6.4. **Responding to Communication:** Students must regularly check and respond to official communications sent to their OU email account.
- 1.6.5. **Explaining Absence:** Students should proactively communicate reasons for absence or lateness to their tutors.
- 1.6.6. **Compliance:** Students must adhere to all attendance regulations and policies implemented by OU without exception.

## 1.7. Intervention Stages

- 1.7.1. **One Week of Unexplained Absence (per module):** The Module Tutor will contact the student via email to check on their welfare.
- 1.7.2. **Two Consecutive Weeks of Unexplained Absence (per module):** The student may be required to attend a meeting with their Module/Personal Tutor to discuss reasons for absence and identify support needs.
- 1.7.3. **Attendance Below 50%:** The Academic Registry will arrange a meeting with the Programme Coordinator and Associate Dean of Student Success and Wellbeing. Failure to attend this meeting may result in withdrawal from the programme.
- 1.7.4. **Withdrawal for Non-Compliance:** A student withdrawn for attendance violations will have their tuition fee liability recalculated as per the Student Handbook Section 1.11 ("Your Liability in case of Withdrawal").

## 1.8. Lateness

- 1.8.1. Students are expected to be punctual for all sessions.
- 1.8.2. Lecturers have the discretion to address lateness based on individual circumstances, including the justifiability of the reason, its frequency, and the duration of the session.
- 1.8.3. A student arriving after one-third of the session has elapsed may be marked as late.
- 1.8.4. Consistent or consecutive lateness (e.g., more than 3 days) may, at the lecturer's discretion, be recorded as a full day's absence.

## **1.9. Summary**

- 1.9.1. This policy underscores the critical importance of consistent attendance for academic success.
- 1.9.2. OU employs a supportive but structured approach to identify and assist students who are disengaging. However, persistent non-compliance with attendance expectations, despite interventions, will result in escalated actions, culminating in potential withdrawal from the programme with associated financial liabilities.
- 1.9.3. The policy utilizes multiple verification techniques and grants faculty appropriate discretion in its application.

## **1.10. Advice and Information**

- 1.10.1. Students may contact the Academic Registry for advice on matters related to this attendance policy via email at [registry@oryx.edu.qa](mailto:registry@oryx.edu.qa) or by phone at +974 4021 0000.
- 1.10.2. Staff members should direct queries to the People and Culture department.
- 1.10.3. The full text of this policy, along with the "Withdrawal and Refund Policy" and "Tuition Fee Policy," is available on the 'Policies' section of the OU official website: <https://www.oryx.edu.qa/policies/>.
- 1.10.4. Further information and contact details are available on the University website at <https://www.oryx.edu.qa/>.