

## 6.n. Student Attendance

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |            |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|
| <b>Subject</b>             | Students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Effective From</b>  | Sep - 2011 |
| <b>Policy #</b>            | 6.n.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Latest Revision</b> | Feb - 2025 |
| <b>Title of The Policy</b> | Student Attendance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Next Review</b>     | Dec - 2025 |
| <b>Responsible Entity</b>  | Colleges Councils, Administrative Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Policy Pages</b>    | 2          |
|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |            |
| <b>Definitions</b>         | AAU: Al Ain University.<br>AAU Student: Person who enrolls in AAU courses.<br>Academic Year: The academic year consists of two semesters, each lasting 16 weeks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                        |            |
| <b>Purpose</b>             | The purpose of this policy is to ensure that all registered students at AAU are following the AAU regulations regarding their attendance to classes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                        |            |
| <b>Scope</b>               | This policy applies to all AAU registered students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |            |
| <b>Statement</b>           | Student attendance is considered to be a key factor for success; therefore, AAU has paid special attention for such issue. This policy will be applied to all courses including intensive courses, labs, practical classes, and internship.<br>The university encourages students to attend all classes to get the highest experience and skills and to improve the quality of their education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |            |
| <b>Procedures</b>          | <p>Students are expected to attend all scheduled lectures. Absence does not exempt students from submitting the work that they are required to complete within the course requirements. Absences will automatically lead to:</p> <ul style="list-style-type: none"> <li>I. First warning for absence of 10 % of the course hours;</li> <li>II. Second warning for absence of 20% of the course hours;</li> <li>III. Failing grade (FA) in the course for absence of 25% of the course hours.</li> </ul> <p>Students may submit an excuse or an explanation which justifies the absences, within a month after semester grades are announced, these circumstances will be studied by the course instructor and the Dean of the College. If accepted, the course will be considered as 'W' instead of 'FA'.</p> <p><b><u>Student Responsibilities</u></b></p> <p>Students are responsible for:</p> <ul style="list-style-type: none"> <li>a. Attending all timetabled learning/teaching sessions associated with their program of study and ensuring they have their attendance recorded.</li> <li>b. Notifying their College Office in advance (e.g. in person, phone or email) that they expect to be to absent from timetabled classes.</li> <li>c. Notifying their College Office in respect of any unplanned or unforeseen absences from classes as soon as practically possible</li> <li>d. Ensuring that they check their AAU email account on a regular basis for any formal notifications/communications.</li> </ul> |                        |            |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | <p><b><u>Academic Staff Responsibilities</u></b></p> <p>Academic Staff are responsible for:</p> <ul style="list-style-type: none"> <li>a. Reminding students of the importance of attendance at learning and teaching sessions.</li> <li>b. Taking the attendance by using the banner systems and if not work take manual notes of the attendance.</li> <li>c. Signposting “at risk” students to support services available within the College or University.</li> </ul> |
| <b>Recent Changes</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |