



East Asia Management University

Learn Innovate Succeed

Student Attendance Policy

Section 1. Purpose

EAMU is required under various regulatory requirements to monitor the attendance and punctuality of students enrolled in any academic program delivered by the university.

Section 2. Policy Statement

- 2.1 All students of EAMU are expected to achieve a minimum of 90% attendance in order to satisfy EAMU graduation requirements.
- 2.2 It is required that all students arrive to class on time. Any student who arrives after the lesson starts to 15 minutes will be marked as LATE. Student who arrives after 15 minutes twice will be counted as 1 absent although she/ he continues with lesson.

Section 3. Accountability

- 3.1 The Academic Administration office (AA) takes overall responsibility for coordinating and monitoring student class attendance.
- 3.2 Deans, Program leaders and teaching staff share responsibility for implementing this policy within their respective departments effectively.
- 3.3 Students are responsible for fulfilling all academic requirements and actively engaging in their learning process.

Section 4. Roles and Responsibilities of Stakeholder Involvement

4.1 Academic Administration office

- Oversee implementation and compliance with the policy.
- Ensure accurate attendance records and reports
- Random spot checks during classes to ensure that proper attendance marking is carried out
- Inform to Heads of School/ Program Leaders those students who are at risk of failing attendance requirements
- The attendance will be tallied to assess individual attendance rate and interventions taken for errant students on weekly basis,

4.2 Heads of Department/Program Leaders

- Counsel the students who absent for 2 consecutive days of lessons without prior approval or likely to miss the minimum attendance rate
- Warning letter provided in the event that the student is twice absent for two or more consecutive days in the same study term, requires the student to meet up to explain for their absence and agree to comply with EAMU's Intervention Strategy.
- HOS may refer students to the student wellness and support officer for counselling.
- HOS will invite parents for discussion, if the student attendance is still not improved
- Coordinate with respective subject lecturer if the student should be allowed or rejected for seating in the exam.

4.3 Lecturers/ Professors

- Lecturers should have any activities which motivate the students to come early
- Mark the students class attendance regularly
- Report academic concerns to program leaders or deans promptly.

4.4 Students

- Under EAMU's Intervention Strategy, student is required to come to the university on Saturday morning/afternoon and complete a number of tasks as assigned by his/her lecturer. Students have to understand that failing to comply with the attendance policy will result in getting extra work during the weekend.
- Seek support from the Academic Administration and relevant units when facing academic difficulties.

Section 5. Scope

This policy applies to all undergraduate and postgraduate students enrolled at EAMU, including full-time and part-time academic programs delivered by EAMU.

Section 6: Process and Procedure

A summary of the process of this policy is as follows:

1. Students can ask for a request for absence form and fill it up at the Front Office.
2. The Student Affairs officer then forwards the form to HOS.
3. The application of absence is made at least a week in advance, except for extenuating circumstances e.g. bereavement of the student's immediate family member. Making progression decisions
4. No approval is given to the request for permission unless there is a valid reason.
5. In the event of illness, valid medical certificates are required to be presented to the Front Office upon returning to class.
6. Students who fail to meet the minimum attendance requirement will not be allowed to sit for their end of term examinations. Students are given the option to appeal against the decision in accordance with the University's Non-academic Grievance and Appeal process. They have 7 working days to submit their appeal.

7. PVC will consider all appeals received in accordance to the regulatory guidelines and EAMU's policies and a written outcome will be provided within 7 working days.

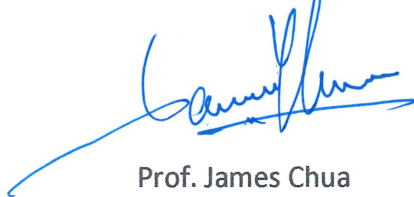
Section 7: Appendices

N/A

Section 8: Dissemination of Information

This policy is shared to

- EAMU Staff via email and stored in the company's shared drive
- Students via student handbook, email and telegram, and student orientation

PREPARED BY	Version	Effective Date	Next Review
Academic Administrator	1 st revision	29 Jan. 2026	Jan 2027
ACKNOWLEDGE BY  Assoc. Prof. Dr. Kaing Sopheap Director of Academic		APPROVED BY  Prof. James Chua Vice Chancellors	



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Section 7: Appendices

N/A

Section 8: Dissemination of Information

This policy is shared to:

EAMU Staff via email and stored in the company's shared drive
Students via student handbook, email and telegram, and under IT promotion

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Academic Administrator	1 st revision	15/01/2022	Jan 2025
APPROVED BY	APPROVED BY		
Assoc. Prof. Dr. Rang Sophras	Prof. James Chua		
Director of Academic	Vice Chancellor		

