



Policy on Attendance

Remark: Adopted from Student Handbook

1. Preamble

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

2. Policy statement

- i. All students of EAMU are expected to achieve a minimum of 80% attendance in order to satisfy EAMU graduation requirements.
- ii. It is required that all students arrive the class on time. Any student who arrives after the lesson starts to 15 minutes will be marked as **LATE**. After 15 minutes, student will be marked as **ABSENT** although he/she continues with the lesson.

3. Procedures

Request for Absence

- i. Students can ask for a request for absence form and fill it up at the Front Office.
- ii. The Student Affairs officer then forwards the form to HOS.
- iii. Request may be granted only if 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.
- iv. No approval is given to the request for permission unless there is a valid reason.
- v. In the event of illness, valid medical certificates are required to be presented to the Front Office upon returning to class.

Attendance Marking

Student attendance will be marked by the lecturers during lessons and submitted to the administration on a daily basis for updating. Random spot checks will also be conducted by designated staff during classes to ensure that proper attendance marking is carried out. On a weekly basis, the attendance will be tallied to assess individual attendance rate and interventions taken for errant students.

Intervention Strategy

- i. Any students absent for more than 2 consecutive days of lessons without prior approval or likely to miss the minimum attendance rate will be immediately called up by HOS for counselling.
- ii. In the event that the student is twice absent for two or more consecutive days in the same study term, HOS will forward an Attendance Warning Letter which requires the student to meet up to explain for their absence and agree to comply with EAMU's Intervention Strategy.
- iii. HOS may refer students to the student wellness and support officer for counselling.
- iv. 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.
- v. If students do not improve his/her attendance after all the interventions taken, HOS will invite parents for discussion.
- vi. 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.
- vii. 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.

4. Dissemination of EAMU's Policies on attendance

- i. EAMU's Policies on attendance are published:
 - a. on the EAMU website www.EAMU.edu.kh
 - b. on notice boards in EAMU premises;
 - c. in the Student Handbook
- ii. EAMU's Policies on attendance are also disseminated:
 - a. during staff induction;
 - b. during student orientation