

# Attendance and Attendance Registration LU23 - Students

August 2024

Attendance and participation will be recorded for each course at the end of the semester.

If a student does not meet the requirement of 80% attendance/participation in a course, they will have to complete a remedial assignment. The remedial assignment will be related to the course in which the student did not meet the attendance requirement.

Below is a description of the framework for recording and following up on attendance requirements.

## Attendance and Participation in the Course

The instructor will register the student's attendance at each class session in Itslearning and will make a record of the student's attendance in the course. However, in the final semester of the course, attendance will be recorded 1.5 months before the end of the course in preparation for exam eligibility.

The student is required to attend 80% of the classes and to monitor their own attendance.

Students who meet the 80% attendance requirement in all semesters will be eligible for the exam.

## Remedial Assignment for Unmet Attendance Requirements

If a student in a semester does not meet the 80% attendance requirement, they must complete a remedial assignment. The remedial assignment will reflect the academic content of the semester in the subject.

One remedial assignment will be given per semester where the attendance requirement was not met. The submission date will be announced by the instructor.

The student is expected to submit any remedial assignments following the semester in which the attendance requirement was not met. However, it is not required that the remedial assignment from a previous semester be submitted in order for the student to continue into the next semester.

Approval of any remedial assignments will occur no later than one month before the end of the final semester of the course. It is a prerequisite for exam eligibility that any remedial assignments are approved.

## For Unapproved/Missing Remedial Assignments

If the instructor determines that the student cannot be eligible for the exam, the instructor must notify the program leader no later than one month before the end of the course.

If the program leader determines that the student cannot make up for the missed work, the program leader may decide not to allow the student to take the exam in the course where the attendance requirement and the remedial opportunity were not met.

In this case, the student will lose an exam attempt.

After this, the student will have another opportunity to complete the remedial assignment before the next exam attempt.

### **Framework for the Remedial Assignment**

The instructor will design the remedial assignment and specify the framework for the assignment's content, submission format, deadline, etc.

The assignment must reflect the academic content of the semester and be submitted and approved by the instructor in Itslearning. No guidance or feedback will be provided on the assignment.

### **Assessment Criteria for the Remedial Assignment**

The remedial assignment will be qualitatively assessed and will be approved if the student demonstrates a minimally acceptable level of achievement of the course objectives.

