ATTENDANCE POLICY

1. The purpose of this document is to lay down the rules and regulations for student attendance. This should be read in conjunction with the relevant section in the Student Handbook.

2 General Rules:

- a) Attendance is mandatory and the student is expected to attend all classes.
- b) Any wilful or deliberate absence from the class shall constitute a violation of code of conduct.
- c) Any violation of attendance rules shall invite disciplinary actions.
- d) Class participation, attendance & discipline are important elements in the continuous assessment processes for each course.
- e) Students absent for more than 3 months shall be considered as "Academic Dropout"

3. Rules:

- a) A student will be allowed into the classroom if:
 - i. The student presents himself/herself not later than 10 minutes from the beginning of the class, for the first class of the day and
 - ii. Not later than 5 minutes from the beginning of the class for all other classes.
 - iii. A student exhibiting tardiness on more than three occasions will be marked as absent, even though he/she may be permitted to attend the classes.
- b) The Dean/Chairpersons and Associate Head / Program Directors / Program Coordinators and faculty members of each School shall ensure compliance with the above rules, through daily attendance marking in the MS-Dynamics – Student Life Cycle Management (SLCM) portal and monthly reports.
- c) If a student is found outside the classroom during the class period, the following procedure shall be adopted:
 - i. Counseling by the Student Affairs Manager
 - Disciplinary action as recommended by the Disciplinary Committee, in case the student violates any other rules or code of conduct, like making noise, disturbing other students/classes etc. Also, leaving the class to answer mobile calls will not be allowed.
- d) A student is required to attend at least 75% of the classes for each course in order to be eligible to continue in the program or to take the end semester exam.

e) Under extraordinary circumstances where a student's attendance falls less than 75%, he/she may be admitted to appear for the end semester examination only with the permission of the Dean/Chairperson of the School.

4. Approval Process for the Dean/Chairperson for Students with Less than 75% attendance

Associate Head/Program Director/Program Coordinator must notify students with less than 75% attendance, every month.

Deputy Registrar Office will communicate to Schools regarding students with Less than 75% percent attendance 10 days before the class concludes and will request for an Action Taken Report.

The Action Taken can either be Academic Enhancement (Per Subject – AED.450 + VAT) or Student explanation letter approved by Chairperson for end semester exams and if it is not approved, the student will be classified as "Detained" (Must repeat the subject with a fee of AED.2450 + VAT.

Students must submit hard copy of the letter explaining reasons for absence with evidence (medical, travel, sports, cultural etc.) addressed to the Dean/Chairperson through the Associate Head/Program Coordinator. Comments and approvals must be made in the same letter and filed for audit purposes every semester.

The Detainees and Academic Enhancement Students List must be emailed to the Deputy Registrar Office within the stipulated deadline. This will be approved by the Academic President and then submitted to finance for faculty honorarium payment.

4. Attendance Policy for participating in Sports/Cultural competitions and other events

Manipal Academy of Higher Education Dubai is committed to providing a wholesome and stimulating education experience to the student community and believes that consistent attendance is the integral core of the academic pedagogy in terms of their learning approaches and outcomes at the campus. In addition to academic performances, the university encourages students to participate in sports and other extra-curricular activities to enhance their overall personality and also to bring laurels to the university.

a) In case the student has an attendance shortfall due his/her participation in the national/ international level sports, extra-curricular activities, or any other events at both the intra or the inter university level competitions, the Student Affairs Manager/ the Sports Incharge/the Career Services Head, will approve the student's participation in Sports / Cultural and other activities whenever they represent MAHE - Dubai. These students will be given classes to make up for the lost academic sessions at the discretion of the Dean/Chairperson of the respective School.

> DUBA INTERNATIONAL ACADEMIC CITY

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Approved by

Dr. S. Sudhindra

Academic President