

STUDENT ATTENDANCE POLICY

Student attendance policy approved by the University Academic Council shall be implemented as follows with effect from the Fall Semester 2009, commencing on 5 October 2009.

1. Students must attend 80% of the lectures in order to be eligible to sit in the final examinations. There will be no relaxation of this rule under any circumstances.
2. The number of lectures will be counted from the date of the first lecture or from a later date if the student is allowed to register late in a course. This means (i) continuing students who do not drop a course during the add/drop period, will have their lectures counted from the date of the first lecture in that course, (ii) continuing students who add a course during the add/drop period, will have their lectures counted from the date of registration in that course, and (iii) new students who are offered late admission in a program, will have their lectures counted from the date of late registration in the program.
3. If a student is allowed late entry into a class after the teacher has marked attendance on the education software, the onus is on the student to have his/her attendance status modified by the teacher immediately during or after the lecture. The teacher can only modify the status within 72 hours after the lecture. After 72 hours the education software shall be locked and the teacher will not be able to modify the status. If more than 72 hours have elapsed, then the student will fill in a specific form designed by the Student Affairs Centre, have it signed by the teacher and lodge it with the Registrar for attendance status to be altered. This process must be completed within a maximum of 10 days after the lecture.
4. No adjustment to attendance status on account of late arrival shall be permitted after 10 days after the lecture.