



EUROPEAN RESEARCH  
**UNIVERSITY**

## **Student Attendance Policy**

### **1. Introduction**

The European Research University (ERUNI) values the importance of regular attendance in supporting student success and academic achievement. This policy outlines the procedures and requirements for student attendance, including registration, minimum requirements, responsibilities, sanctions, and measures to improve attendance.

### **2. Purpose**

The purpose of this policy is to:

- Ensure that students understand the importance of regular attendance.
- Define the process for registering and monitoring attendance.
- Establish minimum attendance requirements.
- Outline responsibilities for checking and recording attendance.
- Detail the sanctions for non-compliance.
- Describe actions to support and improve attendance when necessary.

### **3. Scope**

This policy applies to all undergraduate and postgraduate students enrolled in courses at the ERUNI.

### **4. Attendance Registration Process**

#### **4.1 Methods of Recording Attendance**

Attendance can be registered using the following methods:

- Sign-in Sheets: Students sign an attendance sheet provided by the teacher.
- STAG System: Teaching academic staff (also referred to as teachers) may also use the STAG information system to record attendance directly during each class session.



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## 4.2 Timing of Registration

- Students are expected to register their attendance at the beginning of each class session.
- Late arrivals must inform the teacher and may be marked as late or absent based on the teacher's discretion.

## 5. Minimum Attendance Requirements

- Students usually must attend at least 75% of all scheduled classes, seminars, and laboratory sessions for each course.
- Specific courses may have higher/lower attendance requirements as determined by the department or faculty.

## 6. Responsibilities for Checking Attendance

### 6.1 Teachers

- Responsible for recording and monitoring attendance for their respective courses.
- Ensure that attendance records are accurately maintained in the STAG system or through other approved methods.

### 6.2 Department Heads

- Oversee the implementation of attendance policies within their departments.
- Ensure that teachers are aware of and comply with attendance recording procedures.

### 6.3 Students

- Responsible for attending classes regularly and meeting the minimum attendance requirements.
- Inform teachers in advance of any absences due to legitimate reasons such as illness, family emergencies, or other extenuating circumstances.



## **7. Attendance Sanctions**

### **7.1 Warning**

- Students who fall below the minimum attendance requirement will receive a formal warning from the teacher or department.

### **7.2 Probation**

- Continued non-compliance with attendance requirements may result in the student being placed on attendance probation.
- During probation, the student may be required to attend additional support sessions or meetings with academic advisors.

### **7.3 Course Failure**

- Students who fail to meet the minimum attendance requirements after receiving warnings and probation may be given a failing grade for the course.

### **7.4 Suspension or Expulsion**

- In extreme cases of habitual non-attendance, students may face suspension or expulsion from the ERUNI.

## **8. Actions to Improve Attendance**

### **8.1 Early Intervention**

- Teachers are encouraged to identify and address attendance issues early by reaching out to students who show signs of poor attendance.

### **8.2 Support Services**

- Academic advisors and counselling services are available to assist students in managing personal or academic challenges that may affect attendance.



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- Workshops on time management, study skills, and stress management may be offered to support students.

### 8.3 Communication

- Regular communication between teachers and students is encouraged to discuss attendance issues and potential solutions.
- Teachers should provide feedback and support to help students understand the impact of attendance on their academic performance.

### 8.4 Flexible Learning Options

- Where possible, the ERUNI may offer flexible learning options such as recorded lectures, online modules, and make-up sessions to accommodate students with legitimate reasons for absence.

## 9. Monitoring and Review

- The implementation and effectiveness of this policy will be monitored regularly by the ERUNI administration.
- Feedback from students, teachers, and department heads will be considered in the review process.
- The policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.

In Ostrava 1st September 2023

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