

**AUTONOMOUS ORGANIZATION OF EDUCATION
“NAZARBAYEV UNIVERSITY”**

**UNDERGRADUATE ATTENDANCE
POLICY AND PROCEDURES OF THE AUTONOMOUS
ORGANIZATION OF EDUCATION “NAZARBAYEV UNIVERSITY”**

Approved by the resolution of the Academic Council of
the autonomous organization of education “Nazarbayev University”
Minutes #63 of 14.12. 2016

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1. General Provisions

1. The purpose of the Undergraduate Attendance Policy and Procedures of the autonomous organization of education “Nazarbayev University” (hereinafter – Policy) is to regulate minimum attendance standards for undergraduate students at the autonomous organization of education “Nazarbayev University” (hereinafter – University).

2. The Policy applies to students in undergraduate programs and excludes students in Nazarbayev University Foundation Year Program (hereinafter - NUFYP) and graduate programs. For NUFYP and graduate program attendance policies, refer to the relevant NUFYP or School handbooks.

3. Instructors aim to create a learning environment which encourages student attendance and engagement.

4. The Policy is guided by the following principles:

1) Increased attendance increases the opportunity for students to achieve higher grades;

2) Absenteeism can have a detrimental effect on students’ academic performance;

3) Class attendance provides students with direct and indirect learning opportunities;

4) Students who have been accepted to the University are expected to be diligent and responsible students.

5. Support for large class monitoring should be arranged by each School to enable the teaching process to continue with minimal disruption.

6. These definitions will apply to this Policy:

1) Excused Absence is when a student misses classes for a one of the following documented reasons: personal illness; family emergency; school approved absence such as, conference, olympiad, or other academic event.

2) Unexcused Absence occurs when a student deliberately misses a class with no excuse reason.

3) Large Class is a class with enrollment of more than 60 (sixty) students.

4) Section is a variable format attached to courses including but not limited to: lectures, recitations, labs, tutorials, discussion sections, break-out sections, etc.

2. Responsibilities of Students

7. All students are expected to attend all classes at the University.

8. Penalties as set forth in relevant internal documents of the University will be applied if attendance falls below 80% of scheduled classes. Students are required to be present at the beginning of the semester or term and to remain until the semester or term is completed (which includes final examinations).

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10. Students should be mindful of this Police for each of their classes and make sure they completely understand the consequences of missing classes (either excused or unexcused).

11. Students who do not attend classes from the first day may be penalized or dropped from the class based on the internal policy of the School responsible for that course.

12. Students are responsible for monitoring their own attendance. Attendance record includes excused and unexcused absences.

13. Students who exceed the maximum number of absences in the current and previous semester or term, as defined by their School will not be eligible for University sponsored study abroad programs or other University sponsored events.

3. Responsibilities of Instructors

14. At the start of the semester or term, each instructor is responsible for clearly communicating her or his attendance policy, subject to the requirements of these regulations, and School attendance policies, during that academic year.

15. The instructor is responsible for informing students, in the course documentation, of the impact of attendance on their learning opportunities and on their potential grade.

16. Monitoring of attendance is required for all students enrolled in courses which abbreviation number starts with 1 or 2.

17. Faculty has right to lower grades or initiates a drop/withdrawal from a course if there is a violation of the instructor's attendance policy.

18. Only the instructor may approve a student's request to be absent from class. In the event of a dispute, the matter may be reported to the Vice Dean for Academic Affairs or equivalent official of the School. The determination of the Vice Dean or equivalent School official shall be final.

19. All attendance information is to be input into the Learning Management System (LMS) on a regular basis during each academic year. At mid-term the attendance should be in the LMS by the date on the academic calendar designated for the submission of the mid-term grade Report, the final attendance should be in the LMS by the date on the academic calendar designated for submission of final grades.