

ATTENDANCE POLICY

SBS Swiss Business School, RAK Campus

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1. Introduction

SBS Swiss Business School – RAK Campus is committed to maintaining high academic standards and ensuring that students actively participate in their learning process. Regular attendance is a key component of academic success, contributing to knowledge acquisition, skill development, and overall student performance.

2. Purpose

The purpose of this policy is to establish clear expectations regarding student attendance, ensure fairness and consistency in attendance requirements, promote student accountability and engagement, and define eligibility criteria for final assessments based on attendance.

3. Scope

This policy applies to all stakeholders involved in the academic process at SBS Swiss Business School – RAK Campus and ensures consistency across the institution. It covers:

- All students enrolled at SBS Swiss Business School – RAK Campus.
- All academic programs, courses, and scheduled classes.
- Faculty members and academic administrators are responsible for monitoring and enforcing attendance.

4. Core Principles

The attendance policy is guided by key principles that promote academic integrity, fairness, and accountability.

- **Minimum Attendance Requirement:** Students must maintain a minimum of 70% attendance in each course to be eligible for final assessments.
- **Active Participation:** Attendance is not limited to physical presence but also includes active engagement in classroom activities.
- **Fair Consideration:** Genuine and documented exceptional circumstances will be reviewed on a case-by-case basis.
- **Transparency:** Attendance records and related decisions will be properly maintained and clearly communicated to students.

- Students who do not meet this requirement need to redo the module.

Attendance Range	Status	Penalty / Action	Remarks
90% – 100%	Excellent	No penalty	Encourages high engagement
80% – 89%	Good	No penalty	Satisfactory attendance
70% – 79%	Minimum Requirement Met	No penalty but monitored	Eligible for final exams
65% – 69%	Borderline (Below Requirement)	Additional assignment given by faculty	Must be completed to be considered for eligibility review
Below 70% (general rule)	Not Eligible for examination	Not allowed to attend final examination	As per institutional policy
Below 65%	Critical non-compliance	Strictly not eligible for exams	Need to repeat the whole module
Exceptional Cases (medical/emergency)	Conditional	Subject to approval by HoD/Academic Head	Requires valid documented proof

5. General Instructions

Students are expected to demonstrate commitment to their academic progress by attending all scheduled sessions and complying with attendance requirements.

- Students must attend all scheduled classes, lectures, tutorials, academic and supervisory sessions.
- Attendance will be recorded for every session by the respective faculty member.
- Students are required to arrive on time; repeated late arrivals may be treated as absences at the faculty's discretion.
- It is the responsibility of students to regularly monitor their attendance status throughout the semester.
- Students who fall below the required attendance threshold will be notified via e-mail.

6. Exceptional Circumstances and Consideration

The institution recognizes that unforeseen situations may impact attendance and provides a structured process for consideration.

- In cases of exceptional situations, such as medical or other valid emergencies, students may request special consideration.
- All such requests must be supported with **valid proof or documentation** (e.g., medical certificates or official reports).
- Each case will be reviewed in consultation with the **Head of Department (HoD)** and **Academic Head**.
- Approval is not automatic and will be granted at the discretion of the academic authority based on the merits of the case.

7. Leave Application Procedure

Students are required to follow a formal process when applying for leave to ensure proper documentation and approval.

- A Leave Application Form must be completed and submitted for any planned or unplanned absence.
- The application must include:
 - The reason for absence
 - Supporting documents as required by SBS
- The completed form must be submitted to the Head of Department (HoD) for review.

Upon acknowledgment or approval:

- Students must inform and coordinate with their respective faculty members regarding missed classes, assignments, or assessments.

Failure to follow this procedure may result in the absence being treated as unexcused.

8. Roles and Responsibilities

The effective implementation of this policy requires shared responsibility among students, faculty, and academic administration.

Students are expected to:

- Maintain the required attendance levels.
- Submit leave applications with valid supporting documents when necessary.
- Communicate proactively with faculty regarding missed academic work.

Faculty members are responsible for:

- Accurately recording and maintaining attendance for all sessions.
- Informing students of their attendance status when required.
- Supporting students, where appropriate, in catching up on missed academic content.

Academic Administration (HoD/Academic Head) will:

- Review and approve or reject exceptional attendance cases.
- Ensure consistent and fair implementation of the policy.
- Maintain records of attendance and related decisions.

9. Non-Compliance

Failure to comply with the attendance requirements may result in academic consequences.

- Students who do not meet the minimum attendance requirement without an approved justification may be:
 - Deemed ineligible for final assessments.
 - Subject to additional academic consequences as per institutional regulations.

10. Contact Information

For any questions regarding this policy, please contact: studentsupport@sbs-uae.org

11. Conclusion

This Attendance Policy is designed to uphold academic excellence and ensure that students remain actively engaged in their learning journey at SBS Swiss Business School – RAK Campus. Regular attendance not only enhances understanding and performance but also prepares students for professional responsibility and discipline.

Students are strongly encouraged to adhere to the attendance requirements and follow the prescribed procedures in case of absence. The institution remains committed to supporting students through fair and transparent processes while maintaining the integrity of its academic standards.

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