



Policy Title	PG Student Attendance Policy
Version	№ 2
Effective Date:	September 9 th 2026
Approved by:	Academic Council
Scope:	Postgraduate Programmes
Purpose:	To implement an Attendance Policy for BMU's Postgraduate Programmes and its operation

1. Introduction

1.1 To date, regular attendance of scheduled classes is one of the requirements at all undergraduate programmes in the university. In many courses worldwide attendance and class participation is counted as part of student total grade for a given course. BMU proposes to monitor postgraduate students' attendance on an individual module leader basis. The requirement is also aligned with academic operational policy of the Republic of Uzbekistan's Ministry of Education that requires attendance to be monitored for all higher education classes. See section bob 36.d of the Ministry's Higher Education policies online in the web link <https://lex.uz/ru/docs/-3244181>.

2. Definition

2.2 The classroom attendance policy is a form of student monitoring for educational purposes and to indirectly gauge the student experience. Classroom attendance will be taken by academic staff at both lectures and seminars.

2.3 The classroom attendance means physical presence of students at the scheduled venues of formally taught and timetabled sessions. Late physical presence (within a reasonable time at the discretion of the module leader) is attendance.

3. Class Attendance

3.1 Students are expected to attend all scheduled classes, unless directed otherwise by the instructor. A key component of the education process is attendance at all scheduled sessions – both lectures and tutorials, and dissertation meetings with their supervisor.

3.2 Students can miss 30% of course sessions without any penalty, that is 3 scheduled sessions (note: this is excluding the sixth' week of delivery of every 20-credit module which is flexibly used for review -e.g., practicing mock exams and/or reviewing draft assessments with the module leader and/or assessment time – e.g., delivering final presentations).

3.3 If a student misses more than 30% of classes, they will be excluded from a given module and non-submission will be recorded.

4. Exam Attendance

4.1 All students must take the exams at the scheduled times. Attendance at exams is the student's responsibility.

4.2 If a student cannot attend a final exam due to serious unforeseen, unpreventable circumstances that significantly disrupt a student's ability to undertake assessments, he/she is presumed to refer to the Exceptional Circumstances (EC) policy and provide valid documentary to justify its absence (the details are set in Exceptional Circumstances policy). The EC claim must be submitted on BMU's Process Street platform (see web-link <https://app.process.st/responses/i8l2Fxqy4Gn6psJlZQhODQ>). Failure to do so will result in a grade of "U" for that exam and zero points will be awarded.

5. Exception

5.1 The following exceptions will apply to this attendance policy:

- i. If a student does not attend sessions due to medical conditions, the absence is noted but not counted towards the 30% threshold. To validate this, a student must submit an appropriate medical certificate attached to an Authorized Absence claim on BMU's Process Street platform.
- ii. If a student has an official letter from their employer demonstrating a business trip, the absence is noted but not counted towards the 30% threshold. To validate this, a student must submit an appropriate official letter to an Authorized Absence claim on BMU's Process Street platform.

5.2 In the above-mentioned exceptional cases, the module leader should make an appropriate record on the attendance sheet but not to count these absences towards the 30% threshold. The module leader will notify the Dean of Postgraduate Programmes accordingly.

Revision History

Version	Approved by	Approval Date	Description of Change
1	Academic Council	April 3 rd 2025	This policy should be reviewed in April 2026 or after a year of formal implementation.
2	Academic Council	September 9 th 2026	This policy should be reviewed in April 2027 or after a year of formal implementation.