

Policy Title	Student Attendance Policy
Version	No. 5
Effective Date	September 9, 2026
Approved by	Academic Council
Scope	University wide
Purpose	To establish a single framework governing the communication, recording and monitoring of student attendance at British Management University (BMU), the support and corrective action taken where attendance gives cause for concern, and the escalation of persistent cases

Purpose

1. This policy sets out how British Management University (BMU) records and monitors student attendance, how it supports students whose attendance gives cause for concern, and how persistent cases are escalated.
2. The policy is preventive in purpose. Attendance is monitored so that difficulty can be identified at an early stage, understood and resolved. Withdrawal from the University is a final institutional decision, taken on a student's overall circumstances and only where support and corrective action have not succeeded.
3. This policy supersedes the Student Attendance Policy, Version 4, with effect from the date on which it takes effect.

Scope

4. The policy applies University-wide: to all students enrolled on taught Foundation and undergraduate programmes, to all staff who record, monitor or act upon attendance, and to every timetabled teaching session, lectures and seminars alike.
5. Extenuating circumstances, assessment, academic leave, student discipline and scholarships are governed by their own regulations, which prevail in respect of their own subject matter. This policy does not vary them.

Definitions

6. In this policy, the following terms have the meanings set out below.

Attendance	Presence at a timetabled teaching session, recorded by the member of teaching staff delivering it.
Absence	Non-attendance at a timetabled teaching session. An absence is authorised where it has been approved by the designated SAS officer under Section II and recorded as such in ERP/SRS; otherwise it is unauthorised.
Lateness	Arrival after the point in the session at which attendance is recorded, as notified under clause 14.

Intervention point	One of the four levels of cumulative absence at which the University acts under Section III (clause 29).
ERP/SRS	The University's student record and attendance system.
Designated SAS officer	The member of the Student Affairs and Services (SAS) Department appointed by the Dean of Student Affairs under clause 27.
Programme Leader / Deputy Dean	The Programme Leader for the student's undergraduate programme or, for Foundation students, the Deputy Dean for Foundation.
EC claim	A claim under the University's Extenuating Circumstances procedure.
Assessment Board	The Semester 1 or Semester 2 Assessment Board, as appropriate.

General principles

7. Attendance data is information about a student's engagement, progress and wellbeing. It is used to begin a discussion with the student, not to conclude one. Reaching an intervention point is not a disciplinary event: it carries no sanction and does not affect a student's access to assessment.
8. Students are informed of the attendance requirements in advance and are given a fair opportunity to explain their absence, and are informed of the action that will follow. Where a student's circumstances are serious, the University responds with support rather than discipline.
9. Every action required by this policy has a named owner and is recorded. Within that framework, staff exercise reasonable professional judgement; no fixed procedure is prescribed for dealing with an individual student.
10. Personal data processed under this policy is treated as confidential and is handled in accordance with the University's data protection obligations.

Legal framework

11. Under the Regulation on the transfer, reinstatement and expulsion of students of higher education organisations (Appendix 3 to Resolution of the Cabinet of Ministers No. 578 of 13 September 2025), a student may be expelled for missing more than 74 hours of classes in one semester without valid reason, except where a medical certificate in the established form has been provided.
12. The Regulation on Higher Education (State registration No. 3807 of 3 April 2026) provides for a warning at 18 hours of missed classes and for a strict warning, with notification of the student's parents, at 30 hours, subject to the same medical exception. Its provisions are advisory in relation to non-state higher education organisations.

Section I — Communicating and Recording Attendance

Student responsibilities

13. Students are responsible for:
 - (a) attending all timetabled sessions associated with their programme, and ensuring that their attendance is recorded;
 - (b) arriving on time and remaining for the whole session;
 - (c) requesting authorisation of an absence, with supporting evidence, where there is a legitimate reason for it;
 - (d) checking their BMU email account regularly and responding to contact from University staff;

- (e) maintaining up-to-date contact details in ERP/SRS;
- (f) making use of the support available to them, including the University Wellbeing Counsellor and Student Services; and
- (g) submitting an EC claim under the Extenuating Circumstances procedure where their circumstances may affect their ability to complete an assessment (clauses 25 and 26).

Ground rules

- 14. Teaching staff set out the attendance, lateness and classroom-behaviour ground rules for their module during the first week of teaching, and confirm them in writing in the module space in ERP/SRS or in the module handbook. The ground rules state the point at which attendance is recorded, the maximum permissible lateness and how lateness is treated, the expectations concerning early departure, any participation requirement carrying academic weight, and the means by which a student should notify an absence.
- 15. No attendance or lateness requirement may be applied unless it has been communicated to students in advance under clause 14, and no ground rule may impose consequences beyond those provided for in this policy.
- 16. Programme Leaders and the Deputy Dean for Foundation explain the importance of attendance during Orientation Week and remind students of it during the academic year.

Recording

- 17. The member of teaching staff delivering a session records attendance in ERP/SRS, during the session or immediately afterwards, for every timetabled session. Attendance must not be recorded selectively: incomplete records deprive the University of the information required to support students and produce misleading totals. Lateness and early departure are recorded in accordance with the ground rules.
- 18. If attendance cannot be recorded in ERP/SRS, the member of staff records it by other means and informs the relevant academic Dean, who ensures that it is entered into the system. The Academic Registrar maintains the systems, access and reports required for recording and monitoring.
- 19. Where attendance is not being recorded properly in a module or group, the relevant academic Dean is responsible for identifying the problem and ensuring that the practice is corrected. Teaching staff are not required to maintain records other than the ERP/SRS register, or to produce attendance reports.
- 20. Where a member of the teaching staff is absent, students are informed of the alternative arrangements at the earliest opportunity. Sessions that do not take place according to the timetable are not recorded as student absence.

Section II — Authorised Absence

- 21. An absence may be authorised where there is a legitimate reason for it and the student provides appropriate supporting evidence. Legitimate reasons include:
 - (a) medical circumstances;
 - (b) family emergencies, including serious illness or bereavement;
 - (c) official University activities;
 - (d) approved participation in competitions, conferences or other academic activities;
 - (e) attendance required by a State body or by law; and
 - (f) other serious circumstances outside the student's control which are appropriately documented.

22. Ordinary personal commitments and paid employment do not in themselves constitute grounds for authorisation. Repeated absence for such reasons should instead prompt intervention under Section III, since it frequently reflects financial pressure or a timetabling difficulty which the University may be able to address.
23. A request is made to the designated SAS officer with supporting evidence: in advance where the absence is foreseeable, and otherwise normally within five working days of the last day of absence. A later request may be considered where there is good reason for the delay, and the officer may request further information before reaching a decision.
24. The designated SAS officer decides whether the absence qualifies as authorised, exercising reasonable professional judgement. No medical judgement is made; it is sufficient that the evidence supports the circumstance relied upon. The decision is normally communicated in writing within five working days of receipt of a complete request. An approved absence is not counted towards any intervention point. Where a request is refused, the student is informed of the reason and may ask the Dean of Student Affairs to review the decision once, within ten working days.

Absence affecting an assessment

25. Where the circumstances giving rise to an absence coincide with an examination, a submission deadline, a presentation or another scheduled assessment, or may affect the student's ability to complete it, the designated SAS officer must, in addition to deciding the absence request, inform the student that an EC claim may also be required, direct them to the EC process and its deadline, and ensure that they understand that the two are separate decisions and that approval of one does not imply approval of the other. Where it is unclear whether the circumstances fall within the EC process, the officer refers the student to the relevant Programme Leader or the Deputy Dean for Foundation.
26. Authorised absence concerns the student's attendance record; an EC claim concerns the effect of the student's circumstances on an assessment. The two processes may proceed in parallel, and each is decided under its own regulations. The officer records in the intervention record at Annex A that the student was advised of the EC process, and the date of that advice.

Section III — Monitoring and Intervention

27. The Dean of Student Affairs appoints a designated officer within the Student Affairs and Services Department to monitor attendance. The appointment is recorded and communicated to academic Deans, Programme Leaders and the Deputy Dean for Foundation.
28. The designated SAS officer reviews the ERP/SRS attendance reports not less than once a fortnight during teaching weeks, acts upon the system's flags, takes the action prescribed at each intervention point, decides requests for authorised absence, maintains the intervention record, and escalates serious or persistent cases through the Dean of Student Affairs.

Intervention points

29. The University acts at 18 hours, 30 hours and 50 hours of absence, and at more than 74 hours of unauthorised absence. The first two points follow the national warning sequence at clause 12; the 50-hour point is the University's own review stage; the final point corresponds to the ground for expulsion at clause 11. The action required at each point is set out below.



Point	Action	Owner
18 hours	Issue a written warning and offer a meeting. Establish the reasons for the absence and signpost relevant support. Agree actions with the student and confirm them in writing. Notify the Programme Leader or Deputy Dean for Foundation and open the record at Annex A.	Designated SAS officer
30 hours	Issue a strict written warning and notify the student's parents . Meet the student, inviting the Programme Leader and/or the Deputy Dean for Foundation to the meeting. Confirm the agreed actions in writing and update the record.	Designated SAS officer, with PL / Deputy Dean
50 hours	Prepare a case summary and meet the student, inviting the Programme Leader and/or the Deputy Dean for Foundation to the meeting. The Programme Leader or Deputy Dean reports their analysis and recommendations to the relevant academic Dean, who determines what further action is required. Notify the student in writing of the concern, the support offered, the action required of them, and the possibility of referral to the Assessment Board. Update the record.	Designated SAS officer, PL / Deputy Dean, relevant academic Dean
More than 74 hours of unauthorised absence	Prepare a report for the relevant Assessment Board and inform the student, as set out in Section IV. Where serious health, wellbeing or family circumstances are disclosed, clause 34 applies.	Designated SAS officer, through the Dean of Student Affairs

Establishing the underlying causes

30. Programme Leaders and the Deputy Dean for Foundation monitor the attendance reports for their programmes and, at the invitation of the designated SAS officer, join the meetings held at the 30-hour and 50-hour points, so that the underlying causes of the absence can be established.
31. The discussion should not be limited to asking the student why they have been absent. It should seek to identify any underlying difficulty, including difficulty with particular modules, teachers or classmates; academic difficulty; employment or family commitments; motivation; timetabling; and health or wellbeing. The Programme Leader or Deputy Dean analyses the situation and, where appropriate, recommends corrective action to the relevant academic Dean, such as academic support, referral for wellbeing support, group change or a review of the student's timetable. The Dean determines what further action is required and ensures that agreed actions are implemented.
32. Where the discussion indicates a difficulty with teaching or module organisation rather than with the student, the matter is immediately referred to the relevant academic Dean.
33. In addition to the notification at the 30-hour point, the student's parents (or the persons standing in their place) may be contacted at other stages where the seriousness of the concern warrants it, taking account of any explanation the student has given and any applicable consent or data protection requirement. The fact, date and method of contact are recorded.

Serious personal circumstances

34. Where serious health, wellbeing, family or other circumstances are found to be affecting a student's ability to study, support takes precedence over escalation. Support may include additional academic

or pastoral support, temporary adjustments within the programme, referral to University services, or consideration of academic leave under the applicable regulations. Escalation is suspended or adjusted while support is arranged, and the record states that this has been done and the reasons for it. No member of staff makes a medical judgement under this policy; medical questions are determined on the evidence provided by the student.

Section IV — Escalation

35. Where serious attendance difficulties persist despite intervention, Student Affairs and Services prepares a report for the relevant Assessment Board, submitted through the Dean of Student Affairs. The report sets out the attendance record, distinguishing authorised from unauthorised absence; the intervention history, including the warnings issued and the records of meetings and parental contact; the student's own explanations; the student's academic performance; the recommendations of the Programme Leader or Deputy Dean and of the relevant academic Dean, where given; and any mitigating circumstances which it is appropriate to disclose.
36. The student is informed in writing that a report is being made and of its contents, and is invited to submit written representations, which are placed before the Board.
37. The Assessment Board takes the final institutional decision, in accordance with BMU regulations. The decision must not be based solely upon the number of absence hours. The Board considers the student's overall circumstances, including academic performance, attendance, the interventions made and the student's response to them, and may consider whether continued registration remains academically and practically viable. Where withdrawal is under consideration, the applicable legal and institutional procedures must be followed and the decision must be recorded with reasons.
38. The outcome is communicated to the student in writing, together with the means of seeking review through the University's appeals procedure.

Section V — Records

39. Every intervention is evidenced on the Attendance Intervention Record at Annex A: one concise record per student per semester, updated as the case progresses. Copies of the written warnings and of the record of parental notification are kept with it. No separate report is required for each contact; the purpose of the record is to show what was done, by whom, when and with what result.
40. Records are held by Student Affairs and Services, retained in accordance with the University's records retention arrangements, and processed in accordance with applicable data protection requirements.

Responsibilities

41. Responsibilities under this policy are summarised below.

Role	Responsibility
Teaching staff	Communicate the ground rules in the first teaching week; record attendance accurately for every session; inform the relevant academic Dean if ERP/SRS cannot be used.
Academic Registrar	Maintain the systems and reports required for recording and monitoring; coordinate the review of this policy.



Role	Responsibility
Designated SAS officer	Monitor the attendance reports; take the prescribed action at each intervention point; issue the warnings and notify parents; decide requests for authorised absence; advise on the EC process; maintain the intervention record; escalate.
Dean of Student Affairs	Appoint the designated SAS officer; oversee Sections II and III; review refused absence requests; submit reports to the Assessment Board.
Programme Leaders / Deputy Dean for Foundation	Monitor the attendance reports; establish the underlying causes of absence from the 30-hour point; recommend corrective action to the relevant academic Dean; report annually to the Academic Council.
Academic Deans	Ensure that attendance is recorded properly across their area; determine further action on recommendations; ensure that agreed actions are implemented.
Assessment Boards	Take the final institutional decision on persistent cases, on the student's overall circumstances.
Students	Attend; ensure attendance is recorded; request authorisation of absence with evidence; respond to contact; make use of available support; submit an EC claim where circumstances affect an assessment.

Review of this Policy

42. This policy is reviewed every two years, or earlier where regulatory, institutional or operational change requires. A change in the applicable legislation requires immediate review of the Legal framework section. Review is coordinated by the Academic Registrar, and amendments are approved by the Academic Council. Minor editorial amendments may be made by the Academic Registrar with the approval of the Rector and are recorded in the revision history.
43. Programme Leaders and the Deputy Dean for Foundation report annually to the Academic Council on the operation of this policy, including the number of students reaching each intervention point, the interventions made, the proportion of cases in which attendance improved, and the outcome of any referral to an Assessment Board.

Implementation

44. This policy takes effect on the date stated above. It is communicated to students through BMU student email and ERP/SRS and to staff through the University's internal channels, and is set out in the BMU Student Handbook and Programme Handbooks. It is implemented by the Student Affairs and Services Department and the Academic Registrar, supported by academic Deans, Programme Leaders and the Deputy Dean for Foundation.
45. Absence recorded before the effective date is not counted towards the intervention points; monitoring begins with the first semester commencing on or after that date. Before the policy takes effect, the ERP/SRS attendance flags are aligned with the intervention points, and the basis on which hours are counted — across the programme as a whole or by individual module, and over what period — is confirmed and reflected in the attendance reports.



Revision History

Version	Approved by	Approval Date	Description of Change
3	Academic Council	August 21st, 2024	Policy to be reviewed in June 2025, when new senior staff are onboard and some responsibilities can be devolved.
4	Academic Council	Effective September 1st, 2025	Replacement of Moodle by BMU SRS; revision of thresholds from 70% to 50%; removal of the Teaching Assistant role, the authorised absence provisions and the scholarship suspension provision.
5	Academic Council	September 9, 2026	Full revision in the standard BMU policy format: preventive approach with intervention points at 18, 30, 50 and more than 74 hours; designated SAS officer; reintroduction of authorised absence and its interface with the Extenuating Circumstances procedure; Programme Leader / Deputy Dean role; escalation to the Assessment Board in place of automatic examination exclusion; removal of PAT responsibilities; alignment with current legislation.



Annex A — Attendance Intervention Record

One record per student per semester, held by Student Affairs and Services and updated as the case progresses.

Student name / ID	
Programme / year	
Semester	
Designated SAS officer	
Programme Leader / Deputy Dean	

Point	Date reached	Action taken and by whom	Reasons given by the student	Actions agreed	Follow-up / outcome
18 hours (warning; meeting held by the SAS officer)					
30 hours (strict warning, parents notified; SAS officer with PL / Deputy Dean)					
50 hours (Dean review; SAS officer with PL / Deputy Dean)					
Over 74 hours unauthorised					