



ATTENDANCE POLICY

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All students have a responsibility to read, understand and follow the Attendance Policy of the College always.

The Standard Students' responsibilities to attain the standard:

- Student attendance is expected to be 100% for all timetabled activities, and not falling below 75%.
- Students are expected to be on time for all timetabled activities.
- Attendance for professional development and skills development classes is mandatory and counts towards the overall grades.
- All students are expected to achieve full attendance.
- It is the responsibility of students to ensure they are present for the full duration of the session to guarantee that their attendance is recorded accurately for that session.
- Living a long distance from the College is not a valid reason for lateness and should be considered prior to enrolment.
- Students are required to Switch off their personal Mobiles phones /electronic devices / Alarm watches while in the campus otherwise such instruments will be confiscated and will only be returned at the end of the term or with a fine of 100 AED. The management will not be responsible for loss or damage to such items.
- Students must comply with class attendance requirements of all subjects from attending lectures to maintaining their copies, submitting assignments, and appearing for scheduled tests.
- Failing for any of the above-mentioned standards may result in strict formal action; students can be debarred from the course. In any situation there will be no refund of the fee paid.
- Students failing to meet the set minimum attendance norms shall be treated as absent for the respective Semester and shall repeat the same by paying appropriate fees for the Semester.

Britts Imperial University College recognizes that there may be occasions that the student may be required to be absent from the college. In all cases a student is recommended to discuss their situation with the Campus Coordinator / Faculty / Coordinator / HOD / DEAN or Academic Manager with Sufficient reasoning.