



Policy on Attendance Marking for Learning Sessions

Texila American University - Zambia

1. Purpose

The purpose of this policy is to provide guidelines and establish clear procedures for marking student attendance in classes by faculty members. Policy aims to ensure accurate and timely tracking of attendance, promoting fairness, and upholding institutional standards.

2. Scope

This policy applies to all faculty members and academic staff responsible for marking student attendance in face-to-face and Online Classes at Texila American University

3. Responsibilities of Lecturers

3.1 Attendance Recording

- **Face-to-Face Classes:** Faculty members must mark attendance at the beginning of each class session, either through a paper register or using the institution's online attendance system.
- **Online Classes:** For virtual or online courses, lecturers must use the platform's built-in attendance feature to log student attendance (e.g., Zoom, MS Teams, Google Meet, etc.).

3.2 Timing of Attendance Marking

- Attendance must be marked within the first 10-15 minutes of the class to ensure that it reflects the student's presence at the start of the session.
- Latecomers should be noted, and it is the faculty members discretion whether to mark them as present or late.

3.3 Accuracy of Attendance

- Attendance records should be accurate and free from errors. Faculty members are responsible for ensuring that students are marked as present, absent, or late as per their actual participation.
- Any student who leaves the class early or arrives late should be marked accordingly in the system.

Texila American University - Zambia

4. Attendance Records

4.1 Record Keeping

- **Retention of Records:** Attendance records should be maintained for the entire semester and kept for a minimum of 5 years from their Course Completion.
- **Storage:** All records, whether digital or paper, should be stored securely and be accessible to students upon request.

4.2 Monitoring and Reporting

- Faculty members are required to regularly check the attendance system and provide updates to the administration on a weekly basis.
- In cases of excessive absences or concerning patterns, lecturers must report the matter to the department head for follow-up actions.

5. Attendance Policy for Students

All students are required to attend a minimum of 75% of classes in aggregate which includes attendance to laboratory sessions as well. A grace of 15% is given for emergencies or urgent medical care on producing medical certificate & Fitness certificate from hospitals in Zambia and Medical Prescriptions and Discharge Summary if applicable. This will have to be approved by the Board of Studies and Academic council will take the final decision as to whether the student is allowed to take the exams and complete the semester. The Academic Council will decide and may impose a penalty.

Guidelines for eligibility:

- Eligible students are with attendance $\geq 75\%$
- Students with 70 % to 74% shall be granted on payment of condonation fee of USD 25/K250 . Student with 60% to 69% can be considered under the VC powers on a case-to-case basis along with USD 25/K250
- Students with 59% and less than 59% will have to repeat the semester.

Texila American University - Zambia

6. Consequences of Misuse or Inaccurate Attendance Marking

6.1 Faculty Member Accountability

- **False Attendance Marking:** Faculty members found marking false attendance or engaging in unethical attendance practices will be subject to disciplinary action, including possible suspension or termination.
- **Inaccurate Records:** If attendance records are found to be inaccurate or incomplete, the lecturer will be required to correct the records promptly. Repeated failure to do so may result in further administrative actions.

6.2 Student Accountability

- **Falsifying Attendance:** Any student found manipulating attendance records or participating in fraudulent activities related to attendance will face disciplinary measures as per the institution's student conduct policy.

7. Review and Adjustments

- This policy will be reviewed annually to ensure its relevance and effectiveness.
- Faculty members and students will be informed of any amendments or updates to this policy through official communication channels.

8. Contact Information

For any questions regarding this policy, faculty members should contact the Dean's of respective schools or Deputy Vice Chancellor Academics.