Pursuant to Article 59 of the Statute of New University (consolidated text dated 3 June 2024), the Management Board of New University adopted the following on 25 September 2024:

# REGULATIONS ON STUDENT ATTENDANCE AND PUNCTUALITY AT NEW UNIVERSITY

## Article 1

New University and its member faculties are committed to ensuring high-quality education, training and student success. To this end, New University has established high expectations regarding student attendance and punctuality at all lectures/practical classes; engagement with students to ensure high attendance and punctuality at lectures/practical classes; and monitoring and taking action to improve attendance and punctuality at lectures/practical classes where necessary.

These Regulations establish the principles and practices for ensuring attendance and punctuality applicable to all students of New University. This applies to lectures/practical classes delivered in person (in classrooms) and digitally (in virtual classrooms).

## Article 2

Students are expected to provide appropriate justification for any late arrival at lectures/practical classes.

If a student arrives late, the higher education teacher has the right to refuse the student admission to the lecture/practical class.

## Article 3

At each lecture held in person in a classroom, students shall confirm their attendance by scanning the QR code displayed on the classroom door.

Student attendance at lectures shall also be recorded where lectures/practical classes are delivered digitally in virtual classrooms, including when recordings of lectures/practical classes are viewed subsequently. In addition to the system recording the viewing of digital lectures/practical classes, students must scan the QR code located in the virtual classroom after viewing the lecture/practical class. Merely viewing digital lectures without scanning the QR code is insufficient to fulfil the attendance requirement for lectures/practical classes.

## Article 4

The Student Affairs Offices of the member faculties of New University shall maintain attendance records for their respective students at lectures/practical classes.

The deans of the member faculties of New University shall be responsible for monitoring overall student attendance/punctuality at lectures/practical classes and shall participate in developing strategies to improve overall attendance and punctuality among students of their faculties.

An analysis of student attendance at lectures/practical classes shall be carried out after the end of each semester of the academic year.

## Article 5

Students are responsible for monitoring their own attendance at lectures/practical classes through the application evidence.nova-uni.si, where they can check, separately for each course, how many lectures/practical classes they have attended and their attendance percentage for that course.

Students who have not achieved at least 80% attendance at lectures/practical classes no later than seven days before the examination (i.e. by the closing date for registration for the respective examination) shall be prevented by the member faculty's Student Affairs Office from taking the examination in the course for which the minimum required attendance has not been recorded.

The preceding paragraph applies only to students who have student status and are enrolled in the relevant year of study for the first time.

**Article 6**

These Regulations shall enter into force on the date of their adoption at a meeting of the Management Board of New University and shall apply from 1 October 2024.

The adopted Regulations shall be published on the website of New University and on the websites of its member faculties.

Nova Gorica, 25 September 2024



Prof. Dr Peter Jambrek

Chair of the Management Board of New University