

Pursuant to Article 55 of the Statute of the New University, adopted on 13 July 2021, the Management Board of the New University on 2<sup>nd</sup> of November 2021 adopted the following:

## **STUDENT ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES AT THE NEW UNIVERSITY AND ITS MEMBERS**

### Article 1

New University and its members are committed to providing high-quality education and training and to student success. To achieve this, we must maximise students' learning opportunities by:

- setting high expectations for attendance and punctuality at all timetabled sessions,
- working in partnership with students to ensure good attendance and punctuality, embedding a culture of reliability and commitment,
- monitoring and taking action to improve attendance and punctuality where necessary.

This document sets out the principles and practice of the Attendance and Punctuality Policy that applies to all New University students. This includes both onsite and online delivery.

### Article 2

Despite that under Slovenian law, the recording of student attendance on higher education programmes is not mandatory, we expect our students to attend lectures regularly and on time.

### Article 3

Attendance of all students will be reviewed after the first semester of the academic year start date. Any student who has not achieved at least 80% attendance and cannot provide a full justification will be contacted by the Department for Student affairs.

Attendance will be regularly monitored throughout students' time in learning.

### Article 4

Students are expected to provide a reasonable justification for any lateness. The teaching staff has the right to refuse admission to the class or online session to late students.

Where absences/lateness can be foreseen in advance, the student should notify the Department for Student affairs.

#### Article 5

For the University to monitor and improve attendance and punctuality, all registers must be marked accurately and timely. The teaching staff responsible for the session must complete the register marking as soon as possible and send it to the Department of Student affairs.

Teaching staff must be regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching, and this is celebrated.

#### Article 6

Registers must be maintained accurately and timely by the Department for Student affairs.

#### Article 7

The Deans are responsible for monitoring overall attendance and working on strategies to improve overall attendance/punctuality for their faculty.

#### Article 8

All staff is responsible for ensuring their students' good attendance and punctuality and dealing with attendance and punctuality issues whenever they occur.

#### Article 9

This Protocol shall enter into force on the date of its adoption by the Management Board of the New University.

Nova Gorica, 2. 11. 2021

President of the New University

prof. dr. Peter Jambrek

A handwritten signature in black ink, appearing to read "Peter Jambrek", is positioned below the typed name.