

Attendance and Tardiness Policy

Attendance Requirements

Attendance is mandatory for all ICP courses. Please check your course syllabus for specific details and requirements set by your professor. Students are expected to understand the significance of regular attendance of courses for their learning experience and academic development. Students will not be receiving credits based purely on their presence in the class. Attendance is **mandatory**, and the student should **not miss more than three classes**. Any student who misses more than three classes unexcused without a medical report to confirm the illness s/he will fail the course. Students must bring their medical certificate within one week to the instructor. After the one-week, medical documents will not be accepted. All medical certificates must be approved by the AUCA doctors first. Without the AUCA stamp, medical certificates will not be accepted.

Reporting Absences

Students must ensure that they provide advance notice about their absence. If the course syllabus specifies attendance as a mandatory requirement, then students are expected to provide verifiable evidence that will excuse their absence. Any absence without a good and verifiable reason may be counted as an unexcused absence and may affect the student's final grade. The judgement on what constitutes a 'good' reason for absence is always at the discretion of the professor. Students must be confident that the decision of the professor is in the best interest of the student balanced by fairness and equity to other students in the class.

Please note that absences for medical reasons must be supported by a doctor's note. If an emergency or personal issues preclude the student from providing advance notice about their absence, it is the responsibility of the student to get in touch with the professor as soon as it is possible and provide the evidence requested by the professor. Please note that 'emergency' and 'personal' issues are also to be considered at the discretion of the professor. Again, the students must remain confident that the professor balances the best interest of the student against fairness and equity to other students. For example, the professor may decide that absence due to traffic jams in the city centre may not constitute a good excuse given that traffic jams are a regular occurrence in Bishkek and all students are expected to plan their commute.

Permitted Absences

Permitted absences are absences that students request in advance due to their attendance of conferences, exchanges, and other academic and/or university/department-related extracurricular

activities, or doctor's appointments/medical treatments. Please note that not all extracurricular activities are good reasons to request for permitted absences. Students are advised to use their best judgement and check with their professor whether they may have a permitted absence. Please note that your professor may require valid evidence and/or contact information for reference. Students with permitted absences must note that it is their full responsibility to keep up with the course requirements during their absence and to ensure the timely submission of all assessment material. It is not the responsibility of the professor to keep the student with permitted absence up to date on course-related issues.

Tardiness

Students must be on time to class and leave only when the class is over unless there is a medical necessity or advance permission from the professor. Students are reminded that the time indicated in their study cards as the time of the start of the class is the time when the class starts, not the time students need to arrive in the classroom. For example, if the class starts at 12:45, students must arrive a few minutes before and be ready to start the class at 12:45. All arrivals after the class starts may be counted by the professor as tardiness and may result in penalties.

The ICP faculty reserve the right not to let tardy students into the classroom and/or count it as unexcused absence. Individual faculty policies on tardiness may vary. Students are advised to consult their syllabus or professor on their requirements on attendance.

If you are late but allowed to attend the class, please proceed quietly and with the least distractions and disruptions for the professor and students.

When the professor is not present for a scheduled class...

AUCA faculty always do their best to start the class on time. If they are running late or must miss it without the advance notice, it is due to reasons that are beyond their control. The often presumed 'wait 15 minutes and leave' is not a formal policy. If the relevant ICP faculty is not present for a scheduled class, students are to follow the following steps:

1. Assume the professor is running late and will make it to class eventually.
2. If the faculty is not present for over 10 minutes and no ICP faculty or staff has informed the students about the situation, the students are to remain in the classroom while one or two students visit the ICP office (Students' first point of contact is the ICP Manager in Room 210) to let the ICP Manager know about the situation and wait until the Manager provides further information and formally excuses the students from attending the class.