



ICHAS

Section 8 - Student Supports

Subject:	Policy on Monitoring Attendance and Participation in Studies		
Applicable Standard	QQI	Core	Support for Learners
<i>Date Approved by Board of Directors:</i>			July 2019
Policy Version	1/2019	Date due for Revision	February 2024

CONTEXT

Attendance and participation are inextricably linked to academic performance, student retention, progression, and indeed future employability. Attendance monitoring allows timely intervention and to facilitate an ongoing dialogue between staff and students regarding success and progression.

The College sets out expected attendance requirements in Programme Validation documentation and in that regard, programmes or individual modules may have different attendance requirements. These may be associated with Professional, Statutory and Regulatory Body (PSRB) regulations or be based on agreed academic practices. Additionally, the College has a particular responsibility to be compliant with obligations to report individual student attendance to the Department of Justice (Irish Naturalisation and Immigration Service, INIS) for international learners in receipt of a Visa. Likewise, attendance and participation may inform decisions relating to progression.

POLICY STATEMENT

The College is committed to providing a supportive learning environment which enables all students who have chosen to study at the College to achieve their full potential. As a matter of principle, the college actively encourages and supports attendance and more importantly, active participation in teaching sessions. The College recognises the investment that students, their families and/or sponsors make when a student enrolls on a programme of study and believes that it has a duty to monitor attendance, act on non-attendance and support students to complete their programme of study.

SCOPE

Applies To	Staff	Students	Both	
			✓	
Responsible for Implementation	Registrar, Lecturer, Programme Co-ordinator			
Responsible for Monitoring & Review	Vice President (Corporate Affairs)	Vice President (Academic Affairs)	Registrar	Quality Assurance & Enhancement Officer
		✓		

DEFINITIONS

Class attendance is understood as both being present in in corporeal teaching or in Synchronous Blended Learning Classes or Asynchronous scheduled teaching and learning events.

Participation refers to active engagement in Scheduled Teaching Events for the duration of scheduled lectures or other learning sessions of the programme the learner is registered on

Holidays and Breaks, as those pre-scheduled permitted periods of leave between or within academic semesters which are scheduled by the College and which are outside of end of semester examination dates, which take place each academic year.

RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Quality and Qualifications Ireland (2016) Statutory Quality Assurance Guidelines Developed by QQI for use by all Providers
- European Association for Quality Assurance in Higher Education (ENQA) et al (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance Guidelines Developed by QQI For Independent/Private Providers Coming To QQI On A Voluntary Basis
- Government of Ireland (2012) Qualifications & Quality Assurance (Education and Training Act).
- Quality and Qualifications Ireland (2016) Policies & Criteria for the Validation of programmes of Education.
- Quality and Qualifications Ireland (2015) QQI Policy Restatement Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training.
- Quality and Qualifications Ireland (2018) Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes
- Quality and Qualifications Ireland (2013) Assessment and Standards, Revised 2013

Linked Policies and Procedures

Linked Policies	
Linked Procedures	Procedures associated with Monitoring Attendance and Participation in Studies