

AIMS COLLEGE OF BUSINESS AND IT  
(PVT) LTD

# **ENGAGEMENT & ATTENDANCE**



# **1 Scope and Objectives of the Policy**

## **1.1 Objective**

1.1.1 Throughout your tenure at AIMS, we will track your participation in your program. We will evaluate your use of learning resources such as Teams and Moodle activities, sessions with your Academic Advisor, and regularly scheduled classes.

## **1.2 Range**

1.2.1 This policy applies to all full-time, part-time, and distance-learning undergraduate and graduate students. This includes pupils enrolled in apprenticeship programs, professional practice programs, and courses with placements.

1.2.2 This policy applies to all students enrolled in taught programs and recognizes that various modalities of study may have distinct requirements.

# **2 Policy Declaration**

## **2.1 Situation**

2.1.1 As a student at AIMS, you are required to attend all scheduled sessions, including lectures, seminars, group projects, and tutorials. During extended projects and dissertations, you are required to participate in dissertation work and adhere to the attendance requirements for dissertation supervision outlined in the dissertation module specifications.

2.1.2 You are also expected to be punctual, to respect the time of others as well as your own, to participate while present, to devote time to studying between classes, to prepare for taught sessions, and to participate actively in both group work and your own learning experience.

## **2.2 Why does AIMS track my attendance and participation?**

2.2.1 We monitor your attendance and participation because we have a responsibility to our students and to ensure that you maximize your academic and professional experience at AIMS. Attendance and participation issues impact not only you, but also the other students in your module or program.

2.2.2 If you are enrolled in a higher or degree apprenticeship at AIMS, your employer has contracted with us to provide a certain number of training hours. Your employer expects us to report to them any absences from scheduled classes.

2.2.3 We are also required by law to report your non-attendance and changes in enrollment status to funding bodies.

### **2.3 What are my responsibilities regarding attendance and participation?**

2.3.1 We expect you to demonstrate your commitment to your studies through attendance, participation, and general engagement. This includes maintaining appointments with your Academic Advisor and other staff, preparing well for taught sessions, and utilizing the vast array of available resources and opportunities.

2.3.2 You are required to attend and participate in all taught sessions, whether online or in-person, as well as all scheduled activities that are required to achieve the learning outcomes of your program. This will be determined by the course instructor and documented in the course and module manuals.

2.3.3 You must arrive on time, remain for the duration of a taught session, and participate in full for your own benefit and out of respect for the teaching staff and other students. Lateness or early departure may be recorded as absences. You are responsible for all missed assignments due to absences or tardiness.

2.3.4. You are responsible for registering your attendance/participation in events by swiping your access card on the attendance card reader on campus or by selecting the tap in icon for online events via Teams. You are responsible for routinely checking your schedule, as room modifications may occur for campus-based events.

2.3.5 If you have trouble attending taught sessions, arriving on time, lingering until the end of classes, or engaging in any other aspect of your studies, please contact your Academic Advisor, module or course leader immediately.

### **2.4 What happens if I lose or harm my student ID?**

2.4.1 It is your responsibility to carry your Student ID card at all times while on campus. You may not lend your card to another individual. Please contact the Student Counsellor immediately if your card is lost, damaged or you have any reason to believe it is defective.

## **2.5 What should I do if I have to miss multiple classes?**

2.5.1 AIMS campus acknowledges that you might have obligations outside of your studies. However, we do expect you to schedule these commitments around scheduled sessions whenever practicable to actively participate in your academic program.

2.5.2 If you have trouble attending taught sessions, arriving on time, lingering until the end of classes, or engaging in any other aspect of your studies, please contact your Academic Advisor, Module or Course Leader immediately.

2.5.3. Apprentices must also notify their employer of their absence and email the Student Support Services at [sss@aimcollege.edu.lk](mailto:sss@aimcollege.edu.lk) with their student number, the reason for their absence, and the name of their employer.

2.5.4 If you require an extended period of absence from your studies, or if you are unable to continue with your current timetable for any reason, please contact your Academic Advisor, Course Leader, or the Student Support Services and we will direct you to the appropriate advice and support. We may discuss with you the possibility of taking a hiatus from your studies so that you can return to AIMS when you are better able to participate in your program.

## **2.6 What steps should I take if I must neglect one or more of my assessment due dates?**

All assessment deadlines are published in advance, and you must be available for all scheduled exams and other assessed work. Please complete an extenuation form if you are aware that you will be unable to meet one or more of your assessment deadlines due to a severe and unplanned event. See Extenuation Guidelines for additional information.

## **2.7 What are the consequences of poor attendance and participation?**

2.7.1 Your participation will be monitored continuously throughout the academic year. Checking that you have scanned or tapped into all the scheduled sessions on your published timetable, engaged in online activities, and accessed AIMS' resources are how we accomplish this. We will

contact you if we discover that you have missed multiple classes or have stopped participating altogether. The withdrawal of a student from a Program of study due to unsatisfactory participation in scheduled sessions and online resources, or repeated absences, is possible.

## **2.8 What should I do if I am withdrawn from my course for unsatisfactory participation and I wish to file an appeal?**

2.8.1 If you are dissatisfied with a decision to withdraw due to unsatisfactory engagement, you will be required to provide evidence about your reasons for non-engagement and to develop an action plan to make up for missed work. This will be reviewed by your course instructor, who will make a decision based on your particular circumstances. There are Appeal Guidelines available.

## **2.9 How does this policy apply to distance learning and part-time students?**

2.9.1 You are expected to participate in all scheduled activities deemed essential to achieving the learning outcomes of your Program, as specified in the student handbooks. This includes completing and submitting all coursework on time and sitting all exams required by your academic program.

2.9.2 Students enrolled in distance-learning courses will be evaluated based on their logged-in activity and assignments. For your own benefit and out of respect for the teaching staff and other students, you are expected to participate in required online sessions by logging on early, remaining online for the duration of a live session, and actively contributing. If you are unable to fully participate in your studies, assigned activities, or assessments, you must inform your department as specified in the student handbooks. This assists them in assisting you.

## **2.10 What steps should I take to depart AIMS?**

2.10.1 The Student Support Services welcomes early notification of any difficulties you are experiencing so that we can provide the best support possible. If you are considering departing AIMS, please contact the Student Support Services, who will discuss your options with you.

## **2.11 What should I do if I am dissatisfied with the monitoring of my attendance and engagement?**

Your participation and attendance are crucial to your academic success. It is therefore essential that you participate in all sessions and activities that comprise your study program and monitor your progress throughout your studies. If you are dissatisfied with how your attendance has been recorded, please contact the student support services so that they can discuss your participation.

### **3 Connections to Additional Institutional Policies and Procedures**

#### **3.1 Internal Guidelines**

3.1.1 This Policy/Regulation is applicable to the following institutional regulations, policies/procedures, and student webpages:

- Evaluation Policy
- Extenuating Circumstances
- Appeal Procedures and Guidelines
- Complaints Policies and Procedures
- Engagement, Retention, and Success for Students

#### **Definitions**

**Attendance** is recorded when a student swipes his or her access card on the attendance card reader at the entrance as indicated on their timetable at the designated time. This data is presented in Power BI to provide an aggregate attendance percentage for on-campus/virtual events marked as mandatory for monitoring attendance.

**Engagement:** Activities documented when a student participates in institution-wide activities. This can refer to online participation such as dialogues within a website.

**Teams**, observing an online recording, submitting a ticket through the student center, or physical engagement such as entering a library or utilizing studio space are all examples of physical engagement.

**Retention:** Students who return to the same HEI, typically the year after their initial enrollment.

**Progression:** The student has met the learning outcomes for a specific level and is eligible to advance to the next level or complete the Program.

**Moodle Activity:** Student engagement with Moodle, which is used to indicate how frequently a student is accessing program materials, etc., and the date of their most recent access.

**Data** is collected when a student swipes his or her ID card around campus. This is used to verify engagement in cases where students are not registering attendance, such as when they neglect to swipe in the classroom, when the event is moved to a different room than indicated on the timetable, or when there is a defective card reader/no reader.

**Institutional Data Analytics:** The use of software that identifies the progress and/or achievement of students. This includes the use of Power BI reports on progression, attainment, and attrition, in addition to other educational analytics.

**Institutional Engagement Data:** Data compiled from institutional online platforms from all sources depicting a student's most recent engagement with the institution.

**Team's activities:** online participation in learning activities hosted on the MS Teams platform.