

# CHAPTER 12

## ATTENDANCE OF LECTURES

### 12.1 RULES

- 12.1.1 All TUT students are expected to attend lectures (classes), complete the assigned reading and writing assignments, complete assigned projects and practicals, and write all required tests.
- 12.1.2 Regular class attendance is the responsibility of each student, and all TUT students shall attend classes for all their registered subjects. Any student who fails to attend at least 80% of scheduled classes may be refused examination admission for the subject concerned.
- 12.1.3 A student who (for whatever reasons) cannot attend at least 80% of scheduled classes, may apply to the head of the academic department or the section head for exemption from the class attendance requirements.
- 12.1.4 Individual faculties or departments may impose stricter or more lenient class attendance requirements (or waive the requirements) for a particular subject. Should a faculty or department choose to impose class attendance requirements that differ from the 80% class attendance requirements, the particulars of such requirements must be stated in the subject syllabus and study guide and be announced in class, particularly at the beginning of an academic term. Stricter or more lenient requirements than the 80% class attendance requirements (or the waiving of the requirements) must be approved by the Senate before implementation.
- 12.1.5 Class attendance records will be based on a sign-in class attendance register that will be circulated during each class. However, a lecturer may adopt a different procedure for monitoring class attendance. It is the responsibility of each student to ensure that he or she signs the class attendance register prior to the end of each class. Students who fail to sign the class attendance register will be considered absent.
- 12.1.6 While the lecturers should endeavour to make the class attendance requirements known to students as far as possible, it remains the responsibility of each student to be aware of and comply with the class attendance requirements for each and every subject he or she is registered for.
- 12.1.7 If there is proof of non-compliance with the class attendance requirements, the Tshwane University of Technology reserves the right to refuse such a student examination admission. If a student failed to get examination admission as a result of non-compliance with the class attendance requirements, such student shall still be liable for full class fees.
- 12.1.8 Absence, with or without an excuse, does not relieve a student of any subject requirements.
- 12.1.9 Absence with an excuse is limited to absence related to medical conditions, family emergencies such as funerals, and official University activities.
- 12.1.10 Excused absence related to medical conditions and family emergencies such as funerals must be supported by appropriate supporting documentation, to be presented to the lecturer prior to the student's absence or within two (2) days after the student's return to class.
- 12.1.11 In the case of official University activities, the apology must be submitted with supporting documentation prior to the event.
- 12.1.12 In the event of illness or injuries resulting in absence of more than two consecutive days, a medical certificate may be required. However, TUT reserves the right to demand a medical certificate at any time.



- 12.1.13 It is the student's responsibility in all instances to request permission for absence from class and to discuss with the lecturer concerned how the absence will affect his or her ability to meet the subject requirements. While the lecturers should, as far as possible, endeavour to accommodate, within reasonable limits, absence with an acceptable excuse, consistent with subject requirements, students should realise that not every subject can accommodate absences and that being absent will not absolve them from meeting subject requirements.
- 12.1.14 If a student violates the class attendance requirements, he or she will receive a written notice from the Head of the Academic Department or the section head, informing him or her of such violation and of the penalty. A student who is of the opinion that the penalty received following violation of class attendance requirements is not appropriate may appeal in writing to the Head of the Academic Department or the section head, and finally to the Executive Dean of the Faculty.
- 12.1.15 Students who register after classes have commenced may not claim any concession regarding lectures presented, tests written or projects and practicals conducted before they registered.

