Attendance Policy – PESS

The PESS ATTENDANCE POLICY relates to a student missing a compulsory component of a module, as identified on the specific module outline, within the PESS domain during the semester time. This does not apply to continuous Assessment Components or End of Semester Exams. The PESS ATTENDANCE POLICY does not replace the UL I grade system and all requests for I grades must still be processed through the normal channels.

The aim of the PESS ATTENDANCE POLICY is three-fold – 1. To allow students the opportunity to participate in external activities (e.g., representing the University in sport) while still maintaining academic standards required by the University; 2. To penalise those students who do not attend compulsory components of modules without an EXCUSED absence; and 3. To promote clarity and common standards amongst faculty and within modules.

An absence may be defined as being either **EXCUSED** or **UNEXCUSUED.**

Please note the PESS Absence Policy (Excused Absence Procedure) only relates to PY and SS modules. An absence form must be submitted for each PY and SS module you are applying for.

1.0 EXCUSED ABSENCES

1.1 An EXCUSED absence occurs when a student has proven/certifiable evidence that the absence from a compulsory component is for one of the reasons outlined here – *medical* (requires a doctors or UL counselling certificate), a family *bereavement* (requires a link or screengrab of R.I.P.ie), *personal* issues (requires written reason and is at the discretion of Attendance Committee Chair), or *sport* (requires a PESS/SPORT certificate).

1.2 An EXCUSED absence for *sport* will only be granted for representation at a recognised event (typically a competition) at University, County, Provincial, or National level.

1.3 For COVID related absences, a student must provide the following:

- An image of a positive antigen test
- Copy of the email sent to COVID19report@ul.ie and the acknowledgment of same
- Copy of email from module coordinators agreeing alternative work/attending alternative lab or tutorial session.

1.4 If a student foresees that they may have greater than a 30% absence rate in any one module this should be raised with the *Course Director* prior to the end of Week 1 of the current semester. In this situation the student may be recommended by the *Absence Management Group* in consultation with the *Course Director* to take a leave of absence from the course.

1.5 **Absence Forms** must be submitted **within 48 hours of the final date** on the certificate for *medical, personal* or *sport* absences and **within 2 weeks** for *bereavement* absences. An EXCUSED absence is not automatic and must be granted by a member of the *Absence Management Group* within 48 hours of submission of the documentation.

1.6 A student will not be granted EXCUSED absences for more than 30% of the compulsory components of any module or element.

1.7 Absences above 30% of the compulsory components will automatically be considered as an UNEXCUSED absence except under exceptional circumstances; which will be considered in full by the Absence Management Group

1.8 If the student has an EXCUSED absence, there are three options -
    a. – attend an alternative sitting of the missed component that the absence relates to having first sought and received approval by email for attendance at such an alternative sitting from the lecturer/tutor running the class (see 1.8); in this case the absence is EXCUSED

b. – undertake a piece of work to compensate for the absence (see 1.9); in this case the absence is EXCUSED

c. – accept an UNEXCUSED absence (see 2.0)

1.9 If a student chooses clearance option *1.8.a* the following procedure should be followed – the student must email the Tutor or Module Coordinator outlining the reason for the excused absence and the proposed change of component. This option can only be used for <30% of compulsory components for any module.

1.10 If a student chooses clearance option *1.8.b* the following procedure should be followed – the student must email the Tutor or Module Coordinator outlining the reason for the excused absence and request compensatory work. Work format will be at the Tutor/Module Coordinators discretion and where possible will be equivalent to that missed during the absence. Where a submission is required, the compensatory work should be submitted to the Module Coordinator/Tutor within 1 week. This option can only be used for <30% of compulsory components for any module.

2.0 UNEXCUSED ABSENCES

2.1 Where a student has an UNEXCUSED absence for a compulsory element for any reason (e.g., failure to attend, late submission of certificate, failure to submit evidence, > 30% absence in compulsory components, where the *Absence Management Group* does not grant an EXCUSED absence etc.) the student will be penalised.

2.2 The penalty for an UNEXCUSED absence is based on a triangular figurate number sequence; the formula and examples are provided in Appendix One.

2.3 The penalty differs with respect to the number of absences and number of compulsory elements within the module (i.e., the penalty for different modules will not be the same).

2.4 The penalty will be deducted from the final module percentage (not the element percentage).

2.5 The compulsory elements must be highlighted on the module outline.

2.6 It is the responsibility of the student to keep track of UNEXCUSED and EXCUSED absences.

2.7 No compensation will be given to students who do not comply with this policy.

3.0 MODULE FAILURE DUE TO ABSENCES

3.1 If a student passes a module yet fails due to absences, they may choose not to re-sit the module and receive a D2 or resit the exam with grade capped at C3.

Appendix One

$P = 0.25.(A).(A+1).\left(\dfrac{100}{B}\right)$	Where A = number of UNEXCUSED absences B = number of compulsory components

EG1
10 compulsory labs where a student has 3 UNEXCUSED absences results in a 30% penalty.
$[\, P = 0.25.(3).(3+1).\left(\dfrac{100}{10}\right) = 30\% \,]$

EG2
24 compulsory lectures where a student has 2 UNEXCUSED absences results in a 6.25% penalty.
$[\, P = 0.25.(2).(2+1).\left(\dfrac{100}{24}\right) = 6.25\% \,]$

EG3
10 compulsory tutorials where a student has 5 UNEXCUSED absences results in a 75% penalty.
$[\, P = 0.25.(5).(5+1).\left(\dfrac{100}{10}\right) = 75\% \,]$

EG4

4 compulsory labs where a student has 1 UNEXCUSED absence results in a 12.5% penalty.

$$P = \frac{100}{0.25}.(1).(1+1).(4) = 12.5\%$$