

ATTENDANCE POLICY

5.1. Policy Statement

To ensure consistency is established with regard to student attendance requirement for subjects delivered at Maldives Institute of Technology.

5.2. Attendance

Student attendance will be monitored and recorded by the institute. If a student is undertaking vocational placement, he is required to have attendance sheets signed off by his vocational placement employer and return it to the institute at the completion of his placement.

80% of attendance is required to complete all courses and if the student is unable to do so he shall not be allowed to be assessed or to sit any examination. However, if MIT has the evidence of a student competent performance then he or she may be allowed to have assessment or examination.

If a student's absence is for medical reasons he or she may be required to provide a medical certificate.

If you are an apprentice, trainee, or enrolled as part of the compulsory participation phase of schooling and are absent from the institute, you are required to:

- 5.2.1** Contact your institute as soon as possible to notify them of your inability to attend;
- 5.2.2** Provide a medical certificate if the absence is due to sickness for any period of more than 3 days; and
- 5.2.3** The institute is required to notify your employer of any absence from work.

END