

The purpose of this policy is to outline attendance regulations and the consequences of unjustified absence.

Student Affairs Deanship



DOHA INSTITUTE
FOR GRADUATE STUDIES

Attendance Policy

Policy No.	Policy Title	Policy Sponsor	Approved on	Approved by	Responsible Offices
03	Attendance Policy	Deanship of Student Affairs	06/06/2024	DI Board of Trustees	Relevant Academic and Administrative Units

Academic Policies Attendance Policy

1. Policy Purpose:

Regular attendance is fundamental to students’ success at DI programs, as it is necessary for achieving learning objectives and outcomes. The purpose of this policy is to outline attendance regulations and the consequences of unjustified absences.

2. Policy Statement

- 2.1 Students are required to regularly attend all the courses they are registered for.
- 2.2 Course instructors are responsible for recording attendance.
- 2.3 Students are not allowed to miss classes unless necessary, usually with prior permission of the course instructor. If prior permission is not possible, students are required to provide an justification of their absence, along with the needed supporting documents, to the course instructor.
- 2.4 Missing a total of 9 contact hours without permission, or 12 with or without permission, results in administrative withdrawal from the course and a grade of “AW” shall appear the transcript.
- 2.5 Administrative withdrawal for absence from all courses in any given semester results in dismissal.
- 2.6 For international students, missed contact hours are not counted during the first two weeks of the semester, provided they are excused by the Dean of Students Affairs in consultation with the school’s dean and the program head.
- 2.7 In case of administrative withdrawal due to absence, students shall be responsible for the registration fees for the withdrawn course and any future alternative courses they will register for later.

3. Executive Procedures:

- 3.1 Instructors shall regularly record attendance before posting absences on the portal at the end of each week. Absences, if justified as described in provision no. 2-3 above, shall be recorded as such; otherwise, they will be recorded as “unjustified”.
- 3.2 The Registrar’s Office shall monitor attendance registration through the “Student Information Portal SIS” and provides absence data to the schools.

4. Policy Versions and Approvals

Version	Title	Date	Proposed by
2.	Attendance Policy	Oct 2015	Students Affairs Deanship
3.	Attendance Policy	17/04/2024	Office of the President
Review Date	Reviewed by	Approved on	Approved by

17/10/2017	Students Affairs Deanship	10/01/2018	DI Council
15/11/2017	Academic Affairs Committee	20/05/2018	DI Board of Trustees
28/11/2017	Academic Affairs Committee		
31/01/2024	Provost		
14/03/2024	Academic Affairs Committee		
27/03/2024	DI Council	27/03/2024	DI Council
		06/06/2024	DI Board of Trustees, No. 019/2024, dated 06/06/2024

5. Document History

- 5.1 This policy was drafted, adopted, and published on the DI website in October 2015.
- 5.2 The policy was reviewed and amended on 17/10/2017, 15/11/2017, and 28/11/2017.
- 5.3 The policy was adopted at the DI Council meeting on 10/01/2018. The second version was approved by the DI Board of Trustees (No. 031/2018) on 20/05/2018, and published accordingly.
- 5.4 The policy was reviewed and revised in January 2024 by the DI Provost and forwarded to the Academic Policies Committee, which discussed and submitted it in March 2024.
- 5.5 The amended policy was submitted to the DI Council to be discussed and adopted at its 27/03/2024 meeting. It was submitted to the Board of Trustees for discussion at its 28/04/2024 meeting, and it was ratified as No. 019/2024 on 06/06/2024.