

ATTENDANCE AND PARTICIPATION POLICY



Aligned with the requirements of the Malta Further and Higher
Education Authority (MFHEA)

POLICY # EAAS/2024/240270

Adopted by the Senate on July 15, 2024

**European Academy of Advanced Studies
(EAAS)**

113 Mindo, Triq L-Imdina, Qormi, QRM 9016, Malta
<https://eaas.mt>

Document Control

Field	Detail
Policy Title	Attendance and Participation Policy
Policy Reference	EAAS/QA/POL/2024/AP-01
Institution	European Academy of Advanced Studies (EAAS)
Registered Address	113 Mindo, Triq L-Imdina, Qormi, QRM 9016, Malta
Regulatory Framework	Chapter 607 of the Laws of Malta (Further and Higher Education Act); Subsidiary Legislation 607.03 (Licensing, Accreditation and Quality Assurance Regulations); MFHEA Internal Quality Assurance Standards; National Quality Assurance Framework (NQAF); European Standards and Guidelines (ESG)
Applies To	All students on all MQF-rated programmes offered by EAAS, delivered fully online in both full-time and part-time modes (extending to any future blended or on-campus provision)
Owner	Internal Quality Assurance Cell (IQAC)
Approved By	Senate / Academic Council
Date of Approval	2024
Effective Date	2026
Review Cycle	Annually, or earlier following regulatory change
Next Review Date	2027

1. Purpose and Scope

This policy sets out how the European Academy of Advanced Studies (EAAS) manages student attendance and participation, and how it evidences and supports engagement, in line with MFHEA requirements (Chapter 607; SL 607.03; MFHEA Internal Quality Assurance Standards; ESG).

It applies to all students on all MQF-rated EAAS programmes, currently the BA in Tourism and Hospitality Management (MQF 6, 180 ECTS), delivered fully online in full-time and part-time modes, and to all staff who deliver, monitor or support these activities.

2. Learning Hours and Contact Hours

- One ECTS = 25 total learning hours, of which at least 5 (20%) are contact hours. The BA THM comprises 180 ECTS / 4,500 learning hours.
- Total learning hours = contact + supervised placement/practice + self-study + assessment hours, as set in each module descriptor.
- In online delivery, human teaching is not replaced by AI during contact hours. Synchronous sessions, tutor-led forums, live video, tutor-student email and interactive pre-recorded content count as contact hours and are tracked in the LMS/VLE.

3. Attendance Requirement

- Students are expected to attend and engage with a minimum of 75% of scheduled contact and supervised activities per module.
- Capstone, dissertation, supervised virtual internships and tutorials may require 80% or more any enhanced requirement is stated in the module descriptor.
- Attendance and participation are recorded through the LMS/VLE (logins, session-join, active duration, forum activity, tutor interaction), providing an auditable record.

4. Participation Expectations

Presence alone is not engagement. Students are expected to prepare, contribute to live sessions and forums, respond to polls/quizzes, collaborate professionally, and submit assessments on time. Instructors assess quality of engagement (consistency, relevance, contribution) alongside LMS analytics.

5. Classification of Absences

Category	Grounds	Handling
Excused	Illness, medical appointment, emergency, bereavement, public holiday, statutory duty, official EAAS event	Advance notice where possible + documentation; access to recordings/catch-up or makeup without penalty
Unexcused	Non-engagement without valid reason, notice or documentation	Triggers engagement alerts and tiered intervention; may affect participation grade or exam eligibility
Adjustment	Documented disability, chronic illness or exceptional circumstance	Reasonable adjustment agreed in advance via Student Services (§7)

- Excuse absences require advance notice where foreseeable (as soon as possible otherwise) and supporting documentation where required; long-term conditions are handled via reasonable adjustments.

6. Monitoring, Alerts and Intervention

- The IQAC and instructors monitor engagement via LMS/VLE analytics, dashboards and heatmaps; AI-supported tracking flags at-risk students early (per SAR).
- Automated alerts are issued on the percentage of scheduled contact and supervised activities missed without valid reason, as tracked in the LMS/VLE, and always before the applicable §3 minimum is breached: a first, early-warning alert at 10% missed and a second, escalation alert at 20% missed for standard (75%) modules, or at 15% missed for enhanced-requirement (80%) modules. A countdown alert system and pre-termination engagement support operate alongside these thresholds.
- Intervention escalates: (1) alert and reminder; (2) one-to-one virtual academic support and recovery plan; (3) referral to Student Services (tutoring, well-being/career support,

adjustments); (4) formal academic steps only where non-engagement persists after pre-termination support.

7. Accommodations and Support

- Students who have disabilities, health issues, or exceptional situations can ask for reasonable accommodation (such as flexible due dates, recordings, alternate formats, lower expectations), which will be considered on an individual basis through Student Services.
- Accessible format options include screen-reader friendly documents, captions, translations, and mobile-friendly websites.

8. Grading and Consequences

Where a module includes a participation component, it is assessed on quality of engagement, with weighting set in the module descriptor. Consequences of unexcused non-engagement are applied on the same basis as the §3 minimum and the §6 alerts — the percentage of scheduled contact and supervised activities missed without valid reason (tracked in the LMS/VLE):

Unexcused non-engagement (share of scheduled contact/supervised activities missed)	Indicative consequence
Below is the first alert (under 10% missed)	Monitoring and support; possible participation-grade impact
From the first alert up to the §3 minimum (10% up to 25% missed; 10%–20% for enhanced modules)	Participation score reduced by up to 30–40%
At or beyond the §3 minimum (25% or more missed; 20% or more for enhanced modules)	Participation score may be reduced to zero
Sustained non-engagement after pre-termination support	Possible ineligibility for final assessment or module failure

No student is barred from assessment or failed on attendance grounds without prior tiered intervention and pre-termination support, consideration of excused absences/adjustments, and written notification with the right of appeal.

9. Student Responsibilities

- Attend and engage actively; notify staff/Student Services of absences in advance (or as soon as possible in emergencies) with documentation; keep up to date via recordings and catch-up; monitor own LMS records; engage honestly with support processes.

10. Appeals

- An appeal can be made in writing with supporting documents usually within 10 working days after notification. The procedure for appealing is through the EAAS complaints channel, which includes Dean of QA Cell → (in case of disagreement) three-person external expert panel → written decision; after that, the student can take the case to the Office of the Ombudsman of Malta.

11. Data Protection and Retention

- Attendance/participation data is personal data, processed lawfully under the GDPR and Maltese law, stored securely and encrypted, accessible only to authorized staff (GDPR rights of access, correction and erasure apply).
- **Academic records** including attendance/engagement are retained for 40 years; non-academic records for the shorter required period.

12. Review

- Reviewed at least annually by the IQAC with the Senate / Academic Council (earlier if regulatory/operational change requires), drawing on feedback, surveys, LMS analytics and intervention logs.