



TYPE: Policy and Procedure
SUBJECT: ATTENDANCE, PERFORMANCE and TERMINATION of STUDENT STATUS POLICY
REFERENCE: LWP04
DATE: 1st October 2020
LAST REVIEWED: 3 rd August 2026
APPROVED BY: The Board of Directors
PURPOSE The purpose of this policy is to indicate the importance of attending sessions and to establish the circumstances and procedures under which a student's enrolment or student status may be terminated, ensuring fairness and compliance with institutional regulations. POLICY Attendance during in-class lecturing sessions and during online learning (whether synchronous or asynchronous) is an individual student's responsibility. Learning Works, however, expects all students to attend regularly and punctually for all learning activities and to complete assessments on time. Students will be given a five-minute grace period at the start of the session at the discretion of the lecturer. Learning Works keeps a record of attendance rates and adopts a policy of a minimum 80% attendance/ participation rate for each course. Students who are aware that they will not be able to attend a session are to inform the administrative office of Learning Works three days ahead of the session in question giving details of the reason for their lack of attendance.

If students fail to reach the 80% threshold an *ad hoc* board will be set up to determine whether the student had valid reasons that prevented her/him from fulfilling this demand. Valid reasons for failing to reach the said threshold include the special circumstances indicated further down in this document.

Learning Works also takes into consideration the importance of student performance during their studies. Performance is regularly monitored by academic staff and administration staff at Learning Works.

In the case of MQF Levels 1-4, successful students are awarded a certificate at the end of the course while in courses at Levels 5 and above participants can get exit awards at the end of each successfully completed module if they do not manage to obtain full certification at the end of the course.

Certificates bear the names and surnames of the participants, course attended, MQF level, number of ECTSs, grade obtained and dates of course. The awarding body is *Learning Works*. The Malta Further and Higher Education Authority features as the body certifying the level of the course. Students are also given a transcript of their certificates indicating the units/modules covered, the ECTS credits for each module together with the results and the date of the award.

SPECIAL CIRCUMSTANCES

Learning Works applies an internal mechanism to consider special circumstances for students' participation/attendance. Students are required to inform their respective teaching staff members in any of the circumstances listed below to be recorded as being excused. In the below cases, students need to provide proof substantiating their claim.

- Participation in an event/activity as part of a national activity
- Major illness of a close family member of the student
- Legal proceedings
- Participation in approved events/activities of Learning Works
- Injury/illness of the student
- Exigencies related to the individual's work/place of work.

SUSPENSION AND TERMINATION OF STUDENT STATUS

Students are considered to remain part of the student cohort till they finish their course. Learning Works can still keep in touch with them after they graduate, though technically they will not be part of the student body.

Student status will be terminated during a course in the following circumstances:

- Failure to attend more than 20 per cent of the sessions.
- Failure in assessment of modules, in the case of Levels 1 till 4, after sitting for the examination or submitting assignments as the case may be, after the third attempt. In the case of language courses, students can re-sit examinations on two occasions only for the whole course. In the case of Levels 5 upwards, after the second attempt, they cannot re-sit further and, in such cases, they would have failed that module. In the latter case students can still obtain certification for the modules in which they have been successful.
- An assessment can be rescheduled on no more than two occasions and only under exceptional circumstances.
- Failure of a work placement after the second attempt.
- Dismissal due to disruptive and aggressive behaviour following a decision of the institution's Appeals Board. Before this final step is taken students may be temporarily suspended depending on the gravity of the case.
- Suspension followed by dismissal may also be carried out should students fail to pay course fees.

Charlo Bonnici
CEO