

Attendance Policy for International Students In Class Study Programmes





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to offer excellent face to face and online academic courses with the aim of providing students with a learning experience comprising of quality of teaching, learning facilities and a positive education experience.

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1. Preamble

This Attendance Policy sets out the requirements, procedures, and expectations governing student attendance in in-class lecture-based programmes delivered by the institution. It applies to all international students enrolled on programmes delivered in Malta and should be read in conjunction with applicable academic regulations and immigration requirements.

While attendance may not form part of the formal academic assessment in certain programmes, it is nevertheless a fundamental requirement for maintaining enrolment status and, critically, for complying with Maltese immigration obligations. Attendance is therefore monitored systematically and may have direct implications for a student's eligibility to obtain or renew a Temporary Residence Permit (TRP TRC), as administered by Identity Malta.

The institution is committed to supporting students in achieving their academic goals. At the same time, it is required to ensure compliance with national immigration regulations and to maintain accurate attendance records for all enrolled students. This policy establishes the minimum attendance thresholds, recording methodology, and consequences of non-compliance.

Students are expected to familiarise themselves fully with this policy and ensure ongoing compliance throughout the duration of their studies in Malta.

2. Purpose of the Policy

This policy establishes attendance requirements for international students enrolled in in-class lecture-based programmes. It applies irrespective of whether attendance contributes directly to academic assessment.

In programmes where attendance is not formally assessed, it remains a critical compliance requirement due to its direct impact on students' immigration status and residency obligations in Malta.

3. Attendance Recording Methodology

Attendance is recorded and calculated as follows:

- Sessions up to 6 hours duration: counted as 1 session
- Sessions exceeding 6 hours duration: counted as 2 sessions (students are required to sign in and sign out twice on the same day)
- Signature days (administrative attendance verification days): counted as 1 session

Students are responsible for ensuring that their attendance is properly recorded for each session.

4. Immigration and Residency Requirements

After being granted a visa to travel to Malta for study purposes, international students are required to apply for a Temporary Residence Permit (TRP), commonly referred to as a Temporary Residence Card (TRC). This permit is typically valid for one (1) year and must be renewed or extended for the duration of the student's course.

These requirements are administered by Identità Malta, the national agency responsible for identity management, residence permits, visas, and immigration-related matters in Malta.

5. Attendance Requirements and Compliance

As part of the conditions attached to a student visa and residence permit, students must satisfy both:

- Course progression requirements, and
- Minimum attendance thresholds

It must be clearly emphasised that **extension letters will not be issued in cases of low attendance records**, irrespective of academic standing. This applies **even where a student is required to sit for resit examinations, repeat assessments, or is awaiting final results**.

Academic status alone does not override attendance compliance requirements. Students must therefore ensure that both attendance thresholds and academic obligations are met in order to remain eligible for residence permit extension support.

Students are expected to attend all scheduled sessions. However, the institution recognises that absences may occur due to legitimate reasons such as health issues or urgent family matters.

- A **minimum attendance rate of 80%** is required to maintain acceptable standing.
- Absences must be supported by appropriate documentation (e.g., medical certificates, official statements) and communicated promptly.

Failure to attend **two (2) consecutive lectures without adequate justification**, and without providing evidence of continued presence in Malta, will result in the institution reporting the student to Identità. Such reporting may trigger a review of the student's immigration status and may lead to **revocation of the residence permit**.

6. Attendance and Residence Permit Extensions

For programmes of **12 months or longer**, students will typically need to renew or extend their Temporary Residence Permit after the first year.

To facilitate this process, the institution must issue an **extension letter**, which forms part of the student's renewal application.

- Extension letters will **not be issued** to students whose attendance falls below **75%**.
- Exceptions may be granted only in cases of **documented and pre-communicated extenuating circumstances**, such as serious health conditions or significant family emergencies.

7. Multi-Year Programmes

For programmes delivered over multiple academic years:

- **Renewable acceptance letters** (required for continued enrolment and immigration compliance) will only be issued where the student has achieved **at least 80% attendance** in the preceding academic year.

8. Consequences of Non-Compliance

Failure to meet attendance requirements may have serious academic and immigration consequences.

Where an extension letter is not issued:

- The student will be unable to apply for renewal of their Temporary Residence Card (TRC).
- Upon expiry of the existing TRC, the student will be considered to be overstaying in Malta, which constitutes a breach of immigration regulations.
- In such cases, the student will be required to leave Malta and return to their home country unless they regularise their status through other lawful means.

9. Final Provisions

Students are strongly advised to treat attendance as both an academic and legal obligation. Maintaining compliance ensures not only academic progression but also the right to reside in Malta for the duration of their studies.

For further clarification, students should consult the administration office or refer to official guidance issued by Identità.



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