

UCD ELA expects students to attend all their classes. The following rules and procedures have been put in place to make sure students make the most of their time with us and follow immigration guidelines, where applicable.

UCD ELA reserves the right to instigate expulsion procedures arising from sustained absenteeism, for those with immigration requirements (UCD ELA visa sponsored students).

From 1st November 2021 the following procedures will be in place for non EU / EEA students who are subject to immigration (visa sponsorship) requirements:

- Issues of poor attendance are addressed through the Attendance Policy and Procedures system (see [Student Handbook](#)).
- When these steps have been exhausted, the Academy may decide to initiate the expulsion process (in the [UCD ELA STUDENT DISCIPLINARY POLICY & PROCEDURE](#))if the situation has not been resolved.
- Any student in this position will have been notified of the likelihood of expulsion in a previous meeting and via a written final warning (see [Student Handbook](#))
- The stages involved in expulsion are:
 1. Notification by email of student's overall attendance and the UCD ELA and GNIB attendance policy. Students will also be offered to talk with someone from the Ops team in case they need extra support.
 2. First Warning letter
 3. Second Warning letter
 4. Meeting with a Senior Operations member
 5. Third Warning letter
 6. Final Warning meeting
 7. Issue of expulsion letter
 8. Notification sent to GNIB
- In all cases, the decision to expel a student is at the discretion of the Operations Manager.
- All expulsion notices will be communicated in writing to the student. These written communications will be signed by the Operations Manager.
- Copies of the communications will be forwarded to relevant organisations such as INIS, booking agents, embassies etc.
- Students expelled for reasons of absenteeism are not entitled to refunds on any part their fees (As stipulated in **UCD ELA General Terms & Conditions**)

UCD ELA requests that students attend classes each day and are punctual.

From 16th January 2023 the following procedures will be in place for non EU / EEA students who are subject to immigration requirements:

- If a student arrives 15 minutes late or more, the student is marked absent for that segment of the lesson.
- If a student leaves class 15 minutes or more before the scheduled end of class, the student is marked absent for that segment.
- A record of student attendance and punctuality will be kept by UCD ELA.
- Students must attend for at least 85% of their programme. If a student's attendance rate falls below 95% UCD ELA will contact the student to discuss their absence.

ATTENDANCE & ABSENTEEISM POLICIES

- If you have 25% or more of uncertified absence in the first 6 weeks of the programme, UCD ELA is legally obliged to inform INIS & GNIB.
- One or more formal meetings may be arranged to discuss severe or on-going poor attendance.
- Persistent / unresolved attendance issues and / or failure to attend formal meetings related to poor attendance may lead to expulsion procedures being initiated.
- UCD ELA is obliged to report all details of poor attendance to the Irish Immigration authorities.

The nominated UCD ELA staff member for attendance and absenteeism issues is **Magda Wasiuta**.