

## Guidelines for applications for compensatory assignment(s) when the absence limit is exceeded

These guidelines are pursuant to Section 36 of the Regulations for studies at NLA University College and have been approved by the head of studies on 1 January 2020. The guidelines apply to all programmes at the Department of Teacher Training, NLA University College.

1. Whenever the course descriptions specify attendance in mandatory teaching sessions as a work requirement, this means that the student must have an attendance rate of 80% in order to be permitted to sit the examination.
2. Applications for compensatory assignment(s) will be accepted if the part of the absence that exceeds 20% can be documented. Absence must be documented by a medical certificate for the student's own illness, self-certification of their child's illness, or approved leave of absence granted on special grounds (such as for students who hold elected office in student organisations, who are elite athletes or participate in information campaigns for NLA University College).
  - 2.1. If the absence is due to illness among students' children, self-certification of up to 10 days per calendar year will be accepted, and up to 20 days per calendar year for single parents. It should be noted that the provisions in items 1 and 2 above also encompass absence due to illness of students' children.
  - 2.2. If the absence from a course is 21–30%, an application for compensatory assignment(s) must be addressed to the course teacher, with copies to the head of the one-year programme (GLU) or to the head of the knowledge area (KO) (BLU). If the absence from a course is 31–40%, the application for a compensatory assignment must be addressed to the head of programme.
  - 2.3. If the absence from a course exceeds 40%, the student will lose the right to sit the course examination.
  - 2.4. The application will be accepted, provided that:
    - 2.4.1. the absence in excess of 20% is considered valid
    - 2.4.2. due to the absence, the student has not been examined in one or more of the learning outcome descriptions for the course, and this needs to be ensured by way of the compensatory assignment(s).
3. Self-certification of children's illness should be submitted to the course teacher, with copies to the head of the one-year programme (GLU) or the head of the knowledge area

(KO) (BLU) as soon as possible and no later than three days after the end of the absence period. The report should be submitted through Canvas.

3.1. Self-certifications will be shredded one semester after the end of the course.

4. Medical certificates should be handed in at the academic affairs administration or to the reception no later than one week after the end of the absence period. The academic affairs administration notifies the head of the one-year programme and the course teacher (GLU) or the head of the knowledge area (KO) (BLU) about the duration of the absence period.

4.1. Medical certificates are kept by the academic affairs administration and shredded one semester after the end of the course.

5. Separate requirements for attendance and guidelines for absence apply to the practical training period.