

The logo for AVA, consisting of the letters 'A', 'V', and 'A' in a simple, black, sans-serif font. The letters are spaced out and centered at the top of the page. The background features a light blue gradient with several thick, diagonal yellow stripes that create a dynamic, abstract pattern.

AVA

Attendance Regulations SS 2025

AVA introduces the new attendance regulations for students, which will take effect from this semester onwards. Please find the updated rules in this document. We kindly ask you to review them, as they are essential in maintaining quality and equality in studies at the academy.

Attendance Regulation for Hybrid Learning Model

General Attendance Requirements

- Students must attend all scheduled classes and academic activities as outlined in their course syllabi.
- Attendance is tracked and counted only in the designated format based on residency and course guidelines.

Attendance Format

- **Onsite Attendance:** Students residing within 50 km of the academy must attend classes onsite. **Online attendance will not be counted for these students unless an approved exception applies.**
- **Online Attendance:** Students residing more than 50 km from the academy or with approved exceptions may attend online classes. Online attendance requires the camera to be turned on and full engagement as per the teaching module.
- **Hybrid Courses:** Attendance requirements will follow the specific format defined by the course instructor.

Allowances and Consequences

- Students are permitted to miss up to two sessions per course with valid reasons and proper documentation.
- Missing three sessions, without a valid sick note will result in disqualification from

earning credit points for the course. The student must retake the course to fulfill academic requirements.

- BAföG recipients must maintain regular attendance in their courses, as failure to do so without valid sick note will result in termination of financial aid.

Late Attendance

- Students arriving more than 30 minutes late to a class without a valid excuse will lose attendance for that session.

- Repeated late arrivals may result in additional academic penalties at the discretion of the course instructor.

Exceptions

- Exceptions for onsite or online attendance requirements may be granted for valid reasons such as medical conditions, emergencies, or professional obligations, supported by documentation and approved by the administration.

Verification and Compliance

- Attendance will be verified through onsite sign-ins and participation records. Online attendance will only be counted if the camera is on and the student is fully engaged in accordance with the teaching module.

Responsibilities

- **Faculty:** Monitor attendance, enforce regulations, and accommodate approved exceptions.
- **Administration:** Review exception requests, maintain records, and oversee compliance.