

Online Lecture Attendance and Participation Guidelines

1. All relevant students must join the online session using their official IET email account before the scheduled start time and remain present throughout the session (lecture, tutorial, etc.). Attendance will only be granted to students who participate for the entire session.
2. Students must ensure that they have a stable internet connection, a functioning microphone, and a suitable device before the session begins.
3. Students are expected to attend online sessions from a quiet environment that is free from distractions and suitable for academic learning.
4. Students must be prepared to respond to questions by unmuting their microphone when requested by the Lecturer or Instructor, whether the question is addressed to the class or to a specific student.
5. Students must actively participate in discussions, activities, polls, and other learning exercises conducted during the session.
6. Students must be prepared to switch on their video camera whenever requested by the Lecturer or Instructor for attendance verification or academic activities.
7. Any student who leaves the session without permission, is repeatedly inactive, or fails to respond when requested may be marked absent for the session.
8. Online quizzes, polls, presentations, and other assessment activities may be conducted during the session with or without prior notice. Marks obtained from these activities will be considered as part of the Continuous Assessment (CA) component of the relevant subject and will be evaluated according to the applicable Performance Criteria.
9. Students must maintain proper online etiquette and demonstrate professional behaviour throughout the session. Disruptive conduct, misuse of the chat facility, or any form of academic misconduct will be dealt with according to institutional regulations.
10. Lecture recordings, screenshots, or other learning materials shared during the session shall not be distributed, recorded, or shared with third parties without prior permission from the Lecturer or the Institute.
11. Students are responsible for regularly checking their IET email and Learning Management System (LMS) for announcements, schedules, links, and instructions related to online learning activities.

12. Repeated absence, late joining, or failure to comply with these guidelines may negatively affect attendance records and Continuous Assessment (CA) marks where attendance and participation form part of the assessment criteria.