

APPROVED

by Rector's Order No. 21/1.1-3/32 of 23.03.2021

Procedure for monitoring student attendance

1. Recording student attendance

- 1.1. Before any study course, the Study Department shall ensure that faculty members receive everything that may be needed for the faculty members to identify students.
- 1.2. During in-person classes, the respective faculty member shall identify all students and record their attendance.
- 1.3. During distance classes, the respective faculty member shall rely on Zoom. The faculty member shall independently retrieve data about participants of any remote class from the automatic attendance register of Zoom (Annex 2). In the Zoom register, the students are identified by their names and surnames.
- 1.4. At his/her discretion, the faculty member may select another method for identifying students.
- 1.5. Within two days, but no later than in one calendar week the faculty member shall enter participants of each class in the UNIMETIS system (Annex 3).
- 1.6. Participation of a student in a class may be recorded only if the student is present for at least 75% of the class time and the faculty member is able to visually identify the student.

2. Monitoring of student attendance

- 2.1. The Study Quality Centre monitors student attendance.
- 2.2. Data about student attendance is retrieved from the UNIMETIS system once per week.
- 2.3. At the same interval, the Study Quality Centre shall submit a data set about foreign students and their attendance rate during a calendar week to the External Relations Department.

3. Attendance monitoring of Latvian and EU students

- 3.1. The Study Quality Centre monitors student attendance.
- 3.2. If it is established that a student has been absent from classes for more than a month, the Study Quality Centre shall inform the Study Department.

4. Monitoring of foreign student attendance

- 4.1. The foreign studies coordinator of the External Relations Department (hereinafter, the Coordinator) shall identify foreign students who have missed classes and establish if such failure has been warranted. The Coordinator shall contact the student by calling or writing to the contact details provided by the student (by phone, e-mail), and if no information can be received from the student, shall register the failure to attend as unwarranted.
- 4.2. The Coordinator shall identify foreign students that have failed to attend classes for more than 14 days without a warranted reason and shall inform the Study Department and the External Relations Department accordingly.
- 4.3. The Coordinator shall identify foreign students that fail to attend classes regularly or for sustained periods of time. Regular or sustained failure to attend classes of an academic programme shall be for example failure to attend 50% of classes within one week for four consecutive weeks. If such cases are discovered, the Coordinator shall inform the External Relations Department.

5. Provision of information about failure to attend classes

- 5.1. If a student is a non-EU or non-EEA student and regularly and for sustained periods of time fails to participate in the classes of the respective academic programme of a higher education institution, the Coordinator shall inform the State Border Guards and the Office for Citizenship and Migration.
- 5.2. The Coordinator shall inform the State Border Guards if the student has failed to come to the education establishment for more than 14 days without a warranted reason (that includes participation in the distance learning process, if organised).
- 5.3. The State Border Guards shall control if the foreign national complies with his/her residence conditions.
- 5.4. If after an answer from the State Border Guards or the Office for Citizenship and Migration it is established that the student may not continue studies at RISEBA, the External Relations Department shall inform the Study Department about initiation of the exmatriculation procedure.

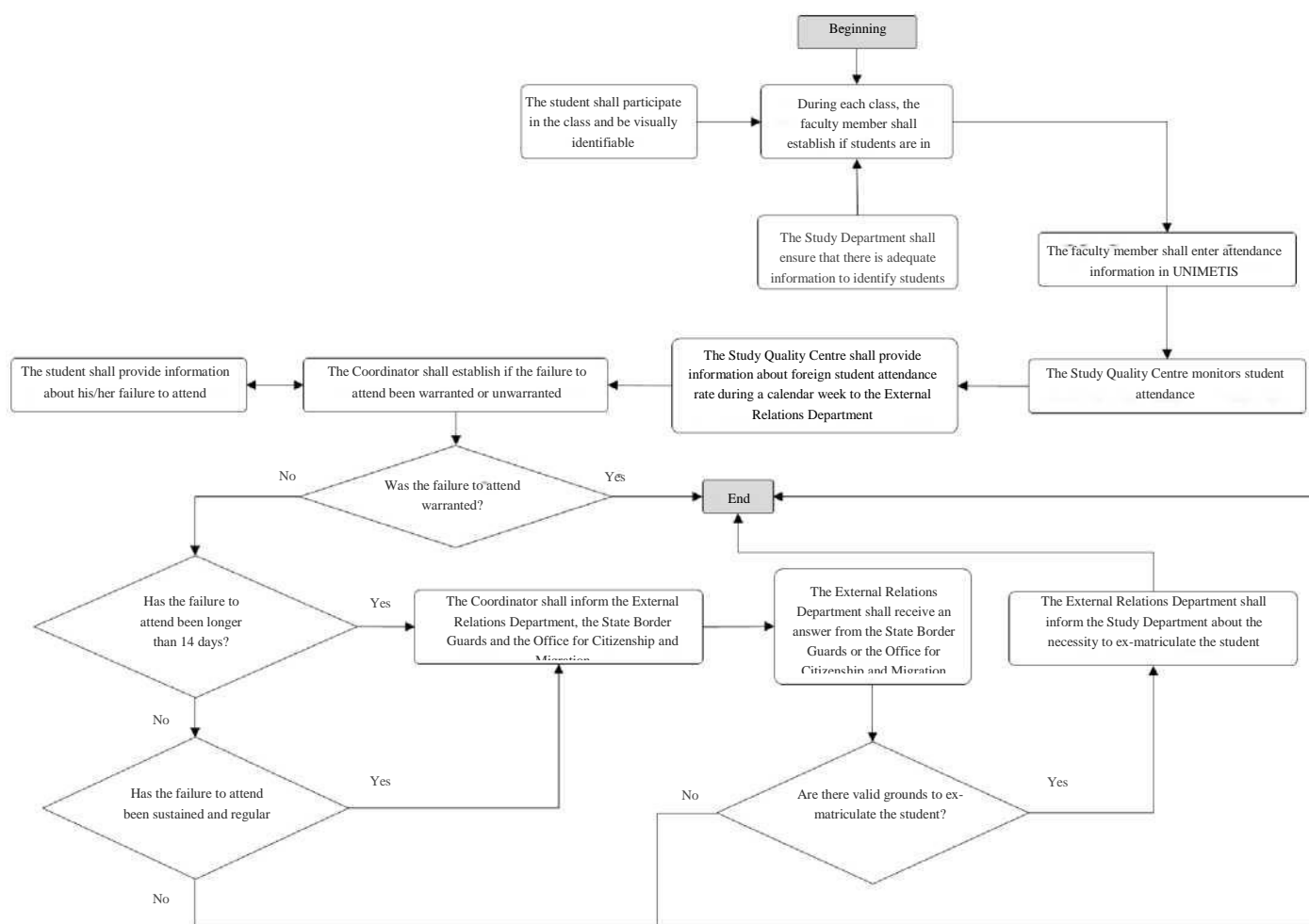
Annexes:

1. Procedure for monitoring student attendance: block diagram
2. Data retrieval about participant participation in Zoom activities
3. Registration of attendance in UNIMETIS (my.riseba.lv)

Prepared by:

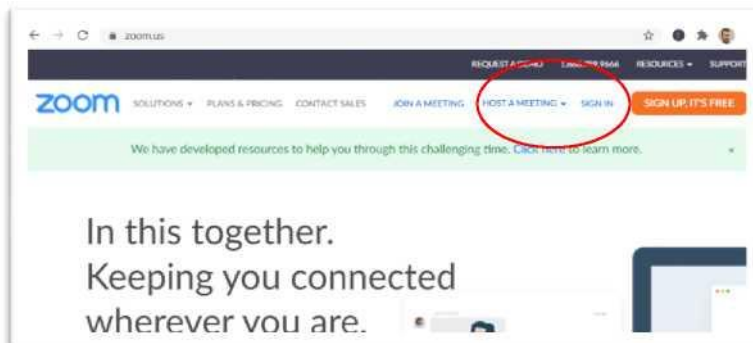
Head of the Study Quality Centre Ivars Javaitis

Procedure for monitoring student attendance: block diagram

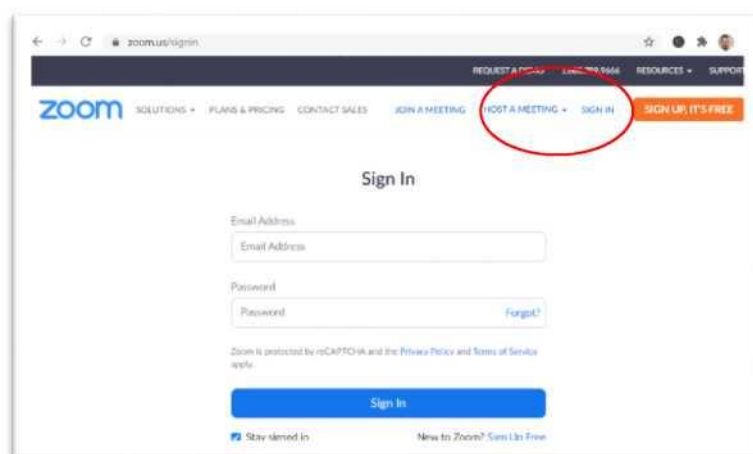


Data retrieval about participant participation in Zoom activities

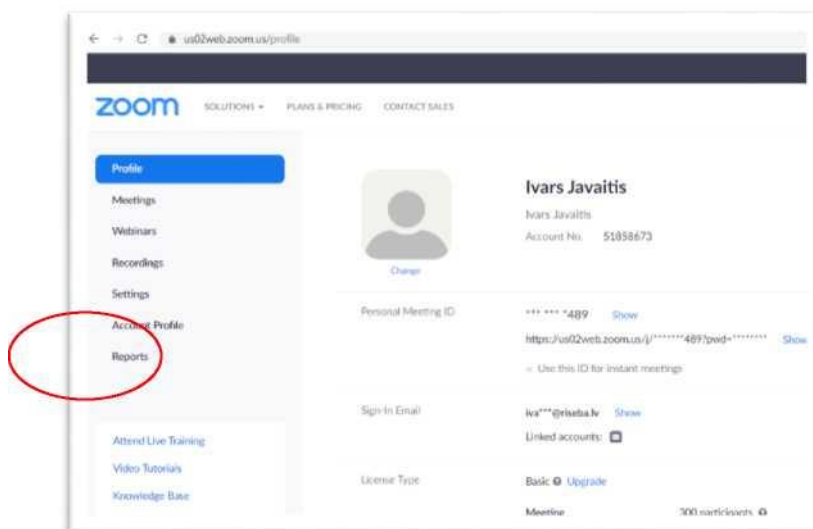
1. The faculty member shall open <https://zoom.us/> and log in with his/her credentials used during setting up the respective Zoom activity.



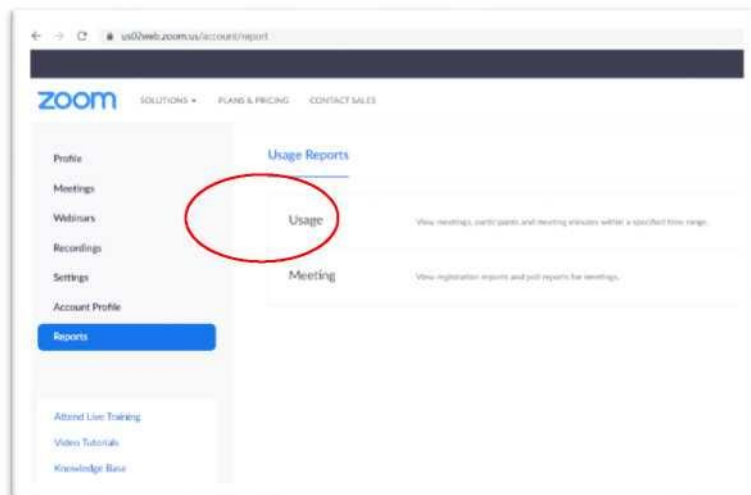
2. Username is the used e-mail address.



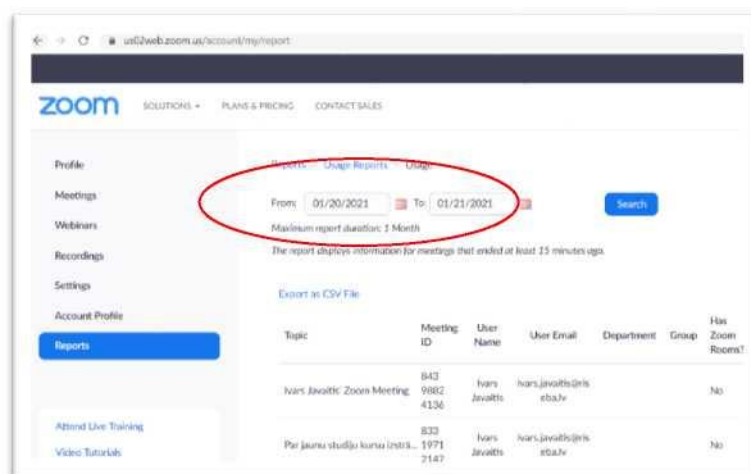
3. When the faculty member has opened his/her Zoom profile, on the left select the Reports button.



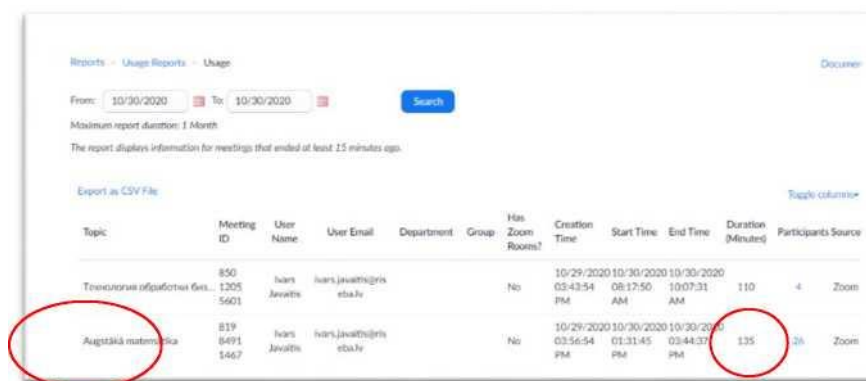
4. In the opened window, select Usage.



5. Indicate the time period when the respective Zoom activity took place, e.g. class of the respective study course.



6. From the selected list choose the respective activity, e.g. a class of the respective study course. Selection is made by clicking on the number of visitors of the respective activity.



7. In the opened window, click on Export.

Meeting Participants

☐ Export with meeting data
☐ Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest
Marija Ievina	ievinnamarija@gmail.com	10/30/2020 01:35:14 PM	10/30/2020 03:44:37 PM	130	Yes
Ivars Javaitis	ivars.javaitis@riseba.lv	10/30/2020 01:35:18 PM	10/30/2020 03:44:39 PM	130	No
Milana Tatarnikova		10/30/2020 03:24:13 PM	10/30/2020 03:24:26 PM	1	Yes
Sintija Aperane	s.aperane@gmail.com	10/30/2020 01:36:20 PM	10/30/2020 01:46:04 PM	10	Yes

8. Zoom will export the data in Excel format.

1	Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest
2	Alberts Š	a.sparinsh@gmail.com	10/30/2020 01:41:17 PM	10/30/2020 03:01:04 PM	80	Yes
3	Alberts Š	a.sparinsh@gmail.com	10/30/2020 03:01:26 PM	10/30/2020 03:44:38 PM	44	Yes
4	Anastasija Peciņska	a.pecinska@inbox.lv	10/30/2020 01:35:14 PM	10/30/2020 03:44:35 PM	130	Yes
5	Bruno Goldbergs		10/30/2020 01:37:18 PM	10/30/2020 03:44:37 PM	128	Yes
6	Daniils Irjahovs		10/30/2020 01:40:18 PM	10/30/2020 03:44:37 PM	125	Yes
7	Darja Kozemjakina		10/30/2020 01:36:37 PM	10/30/2020 02:39:21 PM	63	Yes
8	Darja Kozemjakina		10/30/2020 02:44:22 PM	10/30/2020 03:44:37 PM	61	Yes
9	Edgars Erkis		10/30/2020 01:35:07 PM	10/30/2020 03:44:37 PM	130	Yes
10	Elina Klēscinska		10/30/2020 01:46:11 PM	10/30/2020 03:44:37 PM	119	Yes
11	Eva Egle		10/30/2020 01:43:11 PM	10/30/2020 03:44:34 PM	122	Yes
12	Inga Krauze	krauzeinga1995@gmail.com	10/30/2020 01:37:42 PM	10/30/2020 03:44:34 PM	127	Yes
13	Ivars Javaitis	ivars.javaitis@riseba.lv	10/30/2020 01:35:18 PM	10/30/2020 03:44:39 PM	130	No
14	Jānis Freimanis	janisfre@inbox.lv	10/30/2020 01:32:21 PM	10/30/2020 03:21:48 PM	110	Yes
15	Marija Ievina	ievinnamarija@gmail.com	10/30/2020 01:35:14 PM	10/30/2020 03:44:37 PM	130	Yes
16	Milana Tatarnikova		10/30/2020 03:24:13 PM	10/30/2020 03:24:26 PM	1	Yes
17	Milana Tatarnikova		10/30/2020 01:40:28 PM	10/30/2020 02:50:07 PM	79	Yes
18	Milana Tatarnikova		10/30/2020 03:13:28 PM	10/30/2020 03:13:45 PM	1	Yes
19	Milana Tatarnikova		10/30/2020 03:08:39 PM	10/30/2020 03:09:16 PM	1	Yes
20	Milana Tatarnikova		10/30/2020 03:31:50 PM	10/30/2020 03:44:33 PM	13	Yes
21	Nikolozzenberga		10/30/2020 01:31:45 PM	10/30/2020 03:44:35 PM	133	Yes
22	Polina Medvedeva	polinamedveda15@gmail.com	10/30/2020 01:36:34 PM	10/30/2020 03:44:37 PM	129	Yes
23	Robert Bratushka	rem.br212@icloud.com	10/30/2020 01:33:22 PM	10/30/2020 03:44:33 PM	132	Yes
24	Sintija Aperane	s.aperane@gmail.com	10/30/2020 01:36:20 PM	10/30/2020 01:46:04 PM	10	Yes
25	Sintija Aperane	s.aperane@gmail.com	10/30/2020 01:46:05 PM	10/30/2020 03:44:37 PM	119	Yes
26	Toms		10/30/2020 01:40:40 PM	10/30/2020 03:44:37 PM	124	Yes
27	Vesturs Purviškis		10/30/2020 01:40:53 PM	10/30/2020 03:44:32 PM	124	Yes
28	Viktors Salviņš		10/30/2020 01:36:57 PM	10/30/2020 03:44:37 PM	136	Yes

9. In the left column you can see participant names if indicated correctly. On the right you can see the visitor visitation time in minutes. Please note that for various reasons visitors may get disconnected from the system and then re-connect. In this case each connection will be registered separately. Thus, one participant may have several entries that have to be added up.

Arvārds	Ļūgums (minutes)	Apmekējuma %
Alberts Š	124	95.4
Anastasija Peciņska	130	100.0
Bruno Goldbergs	128	98.4
Daniils Irjahovs	125	96.2
Darja Kozemjakina	124	95.4
Edgars Erkis	130	100.0
Elina Klēscinska	119	91.2
Eva Egle	122	93.1
Inga Krauze	127	97.3
Ivars Javaitis	130	100.0
Jānis Freimanis	110	84.6
Marija Ievina	130	100.0
Milana Tatarnikova	95	73.0
Nikolozzenberga	133	102.3
Polina Medvedeva	129	99.2
Robert Bratushka	132	101.6
Sintija Aperane	129	99.2
Toms	124	95.4
Vesturs Purviškis	124	95.4
Viktors Salviņš	136	100.8

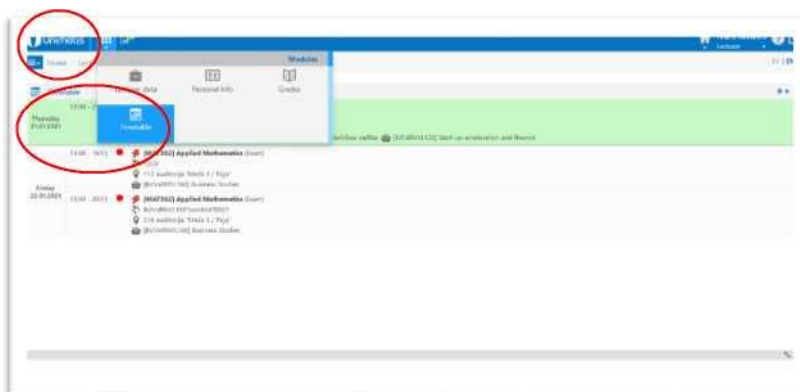
10. The respective faculty member is also included in the list of participants, thus, it is possible to record the actual length of the class in Zoom environment and calculate the length of participation of other participants (in the example, in per cent).

Registration of attendance in UNIMETIS (my.riseba.lv)

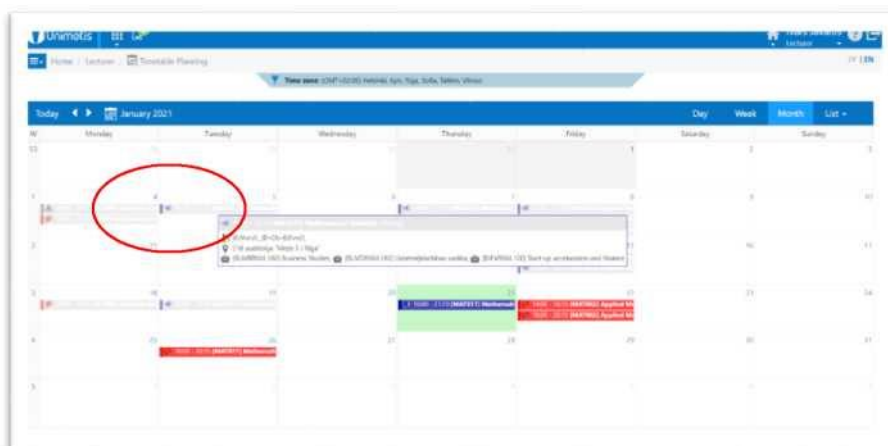
1. To enter new data in UNIMETIS, the faculty member shall open my.riseba.lv and log in with his/her credentials. Username of the faculty member is his/her RISEBA address until the @ sign.



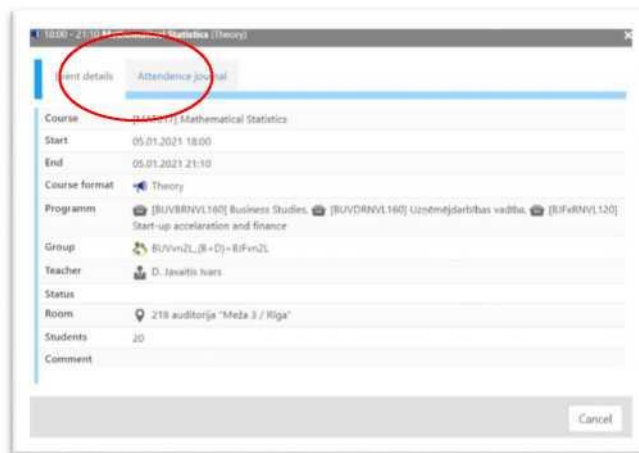
2. When you open the system, on the top left select the Timetable menu.



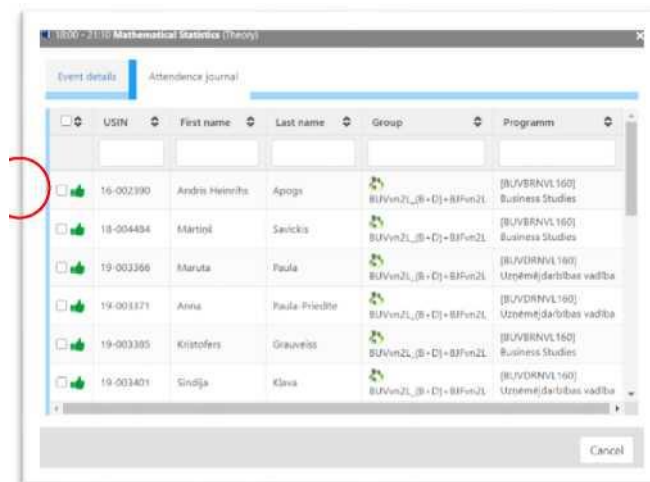
3. In the timetable, find the day when the class took place and select the respective study course.



4. The study course parameter window will open: it allows to open an additional window Attendance journal.



5. In the Attendance journal, the faculty member should select all students who have not be present during the lecture (by clicking to the left from the student's name).



6. At the bottom, select Attendance — Unknown. All entries should be saved. Thus, the missed classes have been entered in the system.

