



CLASS ATTENDANCE EXEMPTION REGIME

1. REASONS FOR REQUESTING EXEMPTION FROM ATTENDANCE

First-time students may apply for exemption from attendance for face-to-face teaching, for the theoretical part of the subjects, when the student is in the following circumstances:

- Having an employment contract that prevents him/her, due to schedule or place of destination from attending classes.
Notwithstanding the above, if a certain course is taught simultaneously at our university in the classroom and in the blended/distance mode, the exemption from class attendance in the classroom may only be requested for employment reasons in the case of situations arising after the formalization of the registration per student.
Therefore, in the case of studies taught simultaneously in face-to-face and blended/distance modes, employment contracts dated prior to the formalization of enrolment may not justify the granting of exemption from class attendance in face-to-face teaching. In these cases, if the student wishes to make the monitoring of his/her studies compatible with his/her professional performance, he/she must take the courses in the blended/ distance learning mode.
- To be enrolled on first registration, in subjects of different courses and with overlapping timetables.

(You must attach your enrolment form and class timetables)

- For the birth of a child or adoption and for death, serious accident or illness, hospitalization or surgery without hospitalization requiring home rest for more than 15 days, of the interested party or relatives of first degree of consanguinity or affinity.
- Anyone who, for reasons of legal guardianship, has direct care of dependent persons, a minor or a person with physical, mental or sensory disabilities who does not carry out a paid activity up to the second degree of consanguinity or affinity.
- For participation in authorized student representation activities.
- For being considered as a UCAM Sports person, High Level Sports person or High-Performance Sports person.
- For participation in religious activities.
- For the time indispensable for the fulfillment of an inexcusable public, personal and legal duty.
- For the time indispensable for the performance of prenatal examinations and childbirth preparation techniques which must be carried out within the school day.
- For late incorporation into the course, due to late enrolment or a student visa issued after the start of classes.

(You must attach your enrolment form in the case of late enrolment or visa with dates of entry-exit and communication with the embassy in the case of visa problems).

In any case, it will not be possible to request exemption from attendance in the cases detailed below:

- When the existence of a reason that prevents attendance cannot be verified.
- When the student is in second or successive enrolments.
- When it affects the practical part of the subjects.

2. DOCUMENTATION TO BE PROVIDED

Exemption from class attendance will be requested through:

[Assistance exemption request](#)

In all the cases described above, this form must be completed and the following documentation must be attached:

- 1) All the documentary evidence that proves the existence of these circumstances, duly certified by the competent body.
- 2) If the exemption is requested due to employment status, the contract in force and the last payslip received by the student must be provided.
 - If the student is employed: Contract in force and the latest payslip received by the student.
 - If self-employed: Being registered for the Spanish Self-Employed Tax (IAE autonomous) and the last payment of the Social Security Contribution.

The Vice-rectorate for Quality and Academic Organization may check during the exempted period that the documentation presented is true and in force. The fraudulent use of this system will be subject to a very serious fault, leading to the opening of a disciplinary file on the student.

3. DEADLINE FOR REQUESTING EXEMPTION FROM ATTENDANCE

[Calendar of administrative procedures](#)

In the event that, being out of time, a situation arises that prevents the student from attending class normally, the student may request the exemption and provide the appropriate documentation within a period not exceeding 15 days from the date of the exemption, through the UCAM website/ Student Portal/ Virtual Secretary/ Applications and Procedures/ Exemption from Attendance.

The reasons for the request will be included in the list above. The percentage of exemption from attendance granted in these cases will be proportional to the time remaining in the course.

4. TERM OF RESOLUTION AND COMMUNICATION TO THE STUDENT

If exemption from attendance is granted, the authorized percentage may be consulted in the

attendance application, in the requested subject. This information will be updated no later than one month after the end of the application period.

If the exemption is not modified after this time, it will be a consequence of the refusal of the request. In any case, the student may address the degree to solve any doubt that may arise from the application.