

Student Participation and Attendance Policy

Introduction

1. This policy sets out Global College Malta's expectations of your participation and attendance in your studies and how we will support you with your progress. The College monitors students' attendance as one way to understand how you are getting on. Having this information helps us support you and to anticipate challenges you may face in your progress at the College. Registers of attendance are taken by teachers at the start of every class and are sent to the College's Academic Team for monitoring purposes.
2. As a College student you are expected to engage fully with your studies. For the purposes of this policy, this means engagement in learning activities (such as lectures and tutorials), assessments, and other activities which are provided to support progress on your programme.

Principles

3. Active engagement with learning helps you to succeed and develop to your best potential. Inconsistent attendance and engagement can put you at risk academically. If you do not attend and engage regularly you are less likely to benefit and progress with your studies.
4. Underpinning principles:
 - You are responsible for your participation with the learning and teaching opportunities offered to you on your programme and more generally by the College.
 - A high level of engagement with your learning and teaching will help you successfully complete your programme.
 - Engagement with the College's teaching staff on your programme is important and they will advise you on their availability to support you with your learning and progress.
 - Identifying poor attendance and intervening early, are key mechanisms used by the College to help you to progress.

Participation and Attendance Expectations

5. The College expects you to consistently attend all timetabled sessions. This includes all learning activities set out in your programme handbook and those provided to you during a module, including any tutorials with teaching staff.
 - We expect you to attend **all** of your scheduled programme activities. You should familiarise yourself with specific programme or module attendance requirements.

- If you expect or know you are going to be absent for a number of days or over a period of time, it is essential that you make contact with the teaching staff member delivering your module. Together you should make arrangements to ensure that you are able to engage appropriately in your studies for the duration of your absence from class, if your absence is agreed and permitted by the College.
6. The College recognises that our students come from a diverse range of backgrounds and that you may be undertaking your studies in specific and complex circumstances. You may have other commitments including childcare, religious or caring responsibilities. However, we expect you to manage these commitments around timetabled sessions in order to take part in the module or programme fully and get the most from your studies.

Identifying Poor Attendance and Engagement

7. The College carefully monitors your attendance and engagement from the day you begin your programme at the College. All relevant evidence regarding your attendance and engagement is kept in your student file. This information will include emails between the College and you in regards to attendance, medical evidence, and other relevant correspondence.
8. You will be flagged as having poor attendance in the following ways:
- If you have missed three or more consecutive lectures without explanation or authorisation;
 - When your attendance and participation falls below 80%.

Authorised Absences

9. You are not normally be allowed to be absent during designated teaching and assessment weeks.
10. The maximum continuous period of absence which can be granted without suspending studies is 10 days, subject to visa compliance approval. In very exceptional circumstances, where appropriate evidence has been provided, the College may consider authorising an absence up to maximum of 15 days.
11. If you are granted an authorised absence will not receive any refund of tuition fees. Neither will your expected end date of studies be amended to reflect the period of time away from your studies.
12. In circumstances where your absence is expected to prevent you from progressing on your current programme, the College will determine whether you should be temporarily or permanently withdrawn from your programme of study. Again, if you are permanently withdrawn from your programme of study you will not receive any refund of tuition fees.
13. Any authorised absences will be recorded on your student file along with any relevant supporting evidence.

Non-Attendance

14. If attendance and engagement data shows that you have not been attending programme activities the College's Academic Team will contact you and the following steps will be taken:
- a) In the first instance if you have missed **3** consecutive lectures, the College's Academic Team will notify you via your College email address that there is a concern and establish if you need help. You will be asked to immediately meet with your Module teacher to discuss your attendance and any help that you might need.
 - b) If you do not respond to the College communication at (a) above within five working days and/or if attendance continues to be poor the Academic Team will contact you again. You will be required to immediately meet formally with the College's Academic Team to discuss how your attendance can be improved and whether you need any support. A record of the meeting will be retained on your file and the meeting will be treated as an official disciplinary meeting.
 - c) If following the meeting outlined at (b) above your attendance still does not improve, or if your overall engagement is below 80%, a formal written letter will be issued by the College to your College email address outlining the specific conditions on which you will be permitted to stay on the programme. If you fail to satisfy any of these conditions you will be immediately withdrawn from your programme and you will have no right of redress.
 - d) The College may determine that you will have to re-do a module in order to remain on your programme of study. If so, the costs of having to re-do the module will have to be met by you. The costs will not be met by the College.
 - e) If you have a total of **8** or more unexplained absences on a module (consecutive or otherwise), or where overall engagement continues to be below 80%, you will be immediately withdrawn from your programme and you will have no right of redress. Where appropriate, the College will formally contact Visa Malta and advise them of your removal from the programme due to non-attendance.
 - f) If the case of (c) and (e) above, you will not receive any refund of tuition fees that you have already paid to the College.

I confirm that I have read, fully understand and agree at all times to comply fully with the College's Student Attendance and Participation Policy.

Student Name:

Date:

Signature: