

## **Student Participation and Attendance Policy**

January 2026 (Revised)

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### **Introduction**

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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.

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### **Principles**

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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.

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### **Participation and Attendance Expectations**

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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.

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- 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.
  7. The College has an expectation that you will seek to attend a minimum of **80%** of your scheduled teaching and learning sessions with tutors.
  8. Your attendance will be recorded at the beginning of each timetabled session. In recording your attendance you **must not** provide information on your intended future module attendance pattern or seek to impersonate other students by signing into the timetabled session on their behalf. If you contravene these basic expectations then your assessment marks for the module may be capped at 40% and more serious formal disciplinary action may be taken against you by the College, which could include termination of your studies.

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### Identifying Poor Attendance and Engagement

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9. 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 with regard to attendance, medical evidence, and other relevant correspondence.
10. 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%.

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### Authorised Absences

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11. You are not normally be allowed to be absent during designated teaching and assessment weeks.
12. 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.

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13. 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.
  14. In circumstances where your absence is expected to prevent you from progressing on your current programme, the College will determine whether you should be permanently withdrawn from your programme of study. If you are permanently withdrawn from your programme of study at the College you will **not** receive any refund of the tuition and other fees you have already paid to the College.
  15. Any authorised absences will be recorded on your student file along with any relevant supporting evidence.

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### Non-Attendance

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16. 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. **For students studying on undergraduate programmes and Foundation Groups**  
The modules on these programmes typically comprise 16 to 18 timetabled sessions
    - If you miss **3** timetabled sessions on your module then you will be issued with a **First Official Attendance Warning** by the College
    - If you miss **6** timetabled sessions on your module you will be issued with a **Second Official Attendance Warning** by the College
    - If you miss **8** timetabled sessions on your module then you will be permitted to submit your assessments for the module, but **your marks will be capped at a maximum of 40%** (a borderline pass)
    - If you miss **10** timetabled sessions on your module then you will **not** be allowed to submit any assessments at first attempt and you will be recorded as a **module fail at first attempt**. You will be permitted to undertake a resit assessment for the module (which will be classed as a second attempt on your student transcript) and **any scores you receive for the resit assessment will be capped at a maximum of 40%**. You will be required to **pay a fee of 75 Euros to undertake the resit assessment**.
    - If you miss **more than 10** timetabled sessions on your module then **you will be classed as having failed the module and you will be required to re-take the entire module at your own expense**. This will be recorded on your student transcript.
  - b. **For students studying on postgraduate programmes**  
The modules on these programmes typically comprise 12 timetabled sessions

- If you miss **3** timetabled sessions on your module then you will be issued with a **First Official Attendance Warning** by the College
- If you miss **5** timetabled sessions on your module you will be issued with a **Second Official Attendance Warning** by the College
- If you miss **6** timetabled sessions on your module then you will be permitted to submit your assessments for the module, but **your marks will be capped at a maximum of 40%** (a borderline pass)
- If you miss **8** timetabled sessions on your module then you will **not** be allowed to submit any assessments at first attempt and you will be recorded as a **module fail at first attempt**. You will be permitted to undertake a resit assessment for the module (which will be classed as a second attempt on your student transcript) and **any scores you receive for the resit assessment will be capped at a maximum of 40%**. You will be required to **pay a fee of 75 Euros to undertake the resit assessment**.
- If you miss **more than 8** timetabled sessions on your module then **you will be classed as having failed the module and you will be required to re-take the entire module at your own expense**. This will be recorded on your student transcript.

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### Student Declaration

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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: