

Student Attendance Policy

Version	Approved by	Approval date	Review date
01	Academic Board	August 2024	September 2026

Administrators Responsible	Dean, Registrar
Purpose & Scope	The purpose of this Attendance Policy is to outline the expectations and requirements for student attendance at the International School of Global Leaders (ISGL). This policy is designed to promote academic success, ensure student engagement and comply with regulatory and professional standards, particularly in relation to the Master of Cyber Security course. This policy applies to all students enrolled in courses at ISGL, including those in the nested Master of Cyber Security program.
Attendance Requirements	- Students are expected to attend at least 80% of all scheduled classes, seminars, workshops, laboratories and other learning activities as specified in their course syllabi. - Attendance is required for both in-person and online sessions to satisfactorily progress in the units.
Recording Attendance	- Attendance will be recorded at each class session by the faculty member or through the online learning management system for virtual classes. - Students are responsible for ensuring their attendance is accurately recorded and for signing any attendance registers as required.
Excused Absences	- Absences may be excused for legitimate reasons such as: - Medical reasons (with a doctor's certificate) - Family emergencies - Religious observances - Participation in approved institute activities - Other serious matters as determined by ISGL administration - Students must notify the Program Administration Team in writing, keeping the faculty informed and provide appropriate documentation for their absence to be excused.
Notification of Absence	- Students must notify the Program Administration Team in writing, keeping the teaching academic informed and provide appropriate documentation for their absence to be excused. For planned absences, notification should be given in advance. - In cases of unforeseen circumstances, students should notify the Program Administration Team and the faculty within 48 hours of the missed class.
Consequences of Non-Attendance	- Unexcused absences may result in academic penalties, including: - Reduced participation grades - Missed assignments or in-class activities without the possibility of make-up - Continued poor attendance may lead to unsatisfactory performance or progression in the unit(s).
Monitoring and Support	- Program Administration Team will monitor attendance regularly and report any concerns regarding student attendance to the Dean / Assistant Dean. - Students identified as having poor attendance will be contacted by the Program Administration Team to discuss any issues and provide appropriate support.

	– ISGL offers support services, including academic counselling and tutoring, to help students manage their attendance and academic responsibilities.
Compliance	– Compliance with the attendance policy is mandatory for all students, and failure to adhere to this policy may impact their academic standing and progression.
Communication	– This policy will be communicated to all students during orientation and will be available in the Student Handbook and on the ISGL website. – Any updates or changes to the policy will be communicated to students and staff in a timely manner.

Related Documents

- a. Student Handbook
- b. Student Grievance and Mediation Policy and Procedures
- c. Processes to Monitor Review and Improve Student Progress