

## **Attendance Policy**

It is College policy that attendance is taken for all students, irrespective of nationality.

Non-EU students are required by the GNIB to have a minimum attendance of 85%.

It is the responsibility of lecturers to take attendance in class. Students normally sign their names on attendance sheets in each class. Completed attendance sheets are signed by the lecturer and kept in the Faculty Office.

Lecturers should ensure that the number of students in the class corresponds with the number of signatures on a sheet. Should they not correspond (due to students signing for colleagues) then a new sheet should be handed out.

A certain level of discretion is necessary with lateness, but typically a student should not be allowed to register their attendance if they arrive more than 15 minutes late.

Faculties have the responsibility for putting the attendance data onto a spreadsheet.

Where a student is absent due to sickness or has been excused, on submission of relevant supporting documentation, then those classes should not be counted when computing the overall attendance percentage.

Copies of medical certificates are kept in the Faculty Office. Students have five days from the date of their absence to submit a Medical Certificate to their faculty. Absence due to sickness should be communicated to the Programme Administrator on the day of the illness and on any subsequent day(s) of sick leave.

Attendance registers are saved within each faculty and are also available to International Office. Hard copies of the signed attendance sheets are kept for a minimum of 12 months.