



Attendance and Retention Policy

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The School of Business and Management provides courses for full-time students. All students are expected to attend all timetabled classes, and complete an appropriate amount of work outside the classroom. In order to complete the programme, all students must maintain at least 90% attendance. Students are under the obligation to maintain the required attendance benchmark for the course. If for any reason a student cannot meet these requirements, they must speak with the student support team. The student support team are available to meet students by appointment to assist individuals should they foresee issues on class absences or if they wish to discuss reasons for previous absences. These can then be considered and, if accepted as a genuine reason, the absence can be marked as authorised.

Additional Entry Requirements

Please be aware of our updated Admission Policy and Procedures, and the updated terms and conditions. It is now a requirement to enroll and pay for two OTHM courses, the first one at level 3 and the second progression path course at level 4. A retention deposit of 2000 euros is to be paid upon admission.

The retention deposit is refundable upon required attendance being maintained, and the successful completion of both courses.

The additional entry requirements will encourage students to focus on a progression route, through the School of Business Management, attaining a valuable qualification, that will open doors to Higher Education, both locally and internationally.

Guidelines for all students regarding attendance:

1. If a student is unable to attend a class, they must inform the student support team) and the course coordinator explaining the reason along with proof of evidence.
2. When students are absent due to illness, they should notify the student support team and course coordinator along with proof of evidence.
3. If absence exceeds 3 lectures (contacts), the student must produce a medical certificate.
4. If a student is having difficulties attending classes due to personal, financial or academic problems, they must contact the student support team and must provide proof of evidence.
5. Students are discouraged from being absent or on leave during term time as the academic year is very short. Should there be an emergency which entails this, students should advise both student support and the academic team and provide evidence. Discretionary leave can then be authorised plus advice on study and course assignments.
6. The student support team sends the data for students' attendance to Identity Malta periodically.

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Attendance monitoring procedure

1. The student support team and coordinator for each class will maintain an attendance register and initial attendance will be recorded in the attendance register.
2. Students will be marked as late if they arrive more than 30 minutes after the start of the class. If the student leaves early by more than half an hour, it is considered as absence.
3. Some courses have both morning and afternoon registers, so it is essential that attendance is recorded with accuracy for both sessions.
4. If a student is consistently late, they may be excluded from the class session and lose attendance marks. The School of Business and Management actively discourages late attendance or early leaving as these are disruptive to the learning of other students.
5. Daily attendance from the attendance register will be entered in the CRM and signed by the lead coordinator.

Additional Support

Students who are absent from the class for credible reasons can make an arrangement with the student support team for additional support. It is the duty of the student to make such arrangements, which will only be provided in exceptional circumstances. School of Business and Management will contact students by post, email and telephone. All absentee notes, logs or telephone call records are retained by School of Business and Management for future reference.

Authorised and unauthorised absence

Authorised absence is when a student notified the College in advance of the absence and provides acceptable third part evidence to justify their absence. The nature of the evidence and the length of absence will be considered by the College and either approved or rejected.

Unauthorised absence is when a student is absent for one or more days without providing prior notification of absence or does not submit the documented evidence.

Authorized absence

Absences may be authorized in advance for the following reasons:

- A medical emergency that cannot be arranged outside College hours
- Employment interview • a work experience placement which is integral to the course
- Unfavourable weather conditions
- Bereavement

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- Severe disruption to a learner's mode of transport, as in industrial action where there is no other practicable way of getting to College
- A College meeting for student representatives
- approved study leaves or examinations
- An urgent need to look after a family member or another person for whom the learner has caring responsibilities

Note: Authorizations will only be given in case of the emergencies only. Repeated requests for authorization will not be accepted and will lead to an absence mark.

Unauthorized absence

The following reasons for absence would not normally be acceptable:

- Holidays during the term period
- Employment
- Birthdays
- Completing assignments at home during learning hours
- Babysitting
- Driving lessons
- Vehicle breaks down
- Childcare related
- Internet / technology issues
- Leisure activities
- Any other reason not mentioned in the list of acceptable authorized reasons.

Absences and penalties:

It is compulsory to attend the induction day.

If a student does not report for their induction day/first day of study, and no contact has been made from the student to explain the reason, School of Business and Management will contact the student to establish the reason for non-attendance. The detail of the attempted contact is recorded in the personal file of the student and on the central database CRM.

If it is established that the student will not be taking up study, or no response is received, then the student's admission will be suspended immediately. The student will have a 1 weeks' notice to reinstate the admission by paying a fine of €250. In case no response is received, the student's admission will be terminated and Identity Malta will be informed. The student will not receive any refund in case of termination of admission.

Missed Contacts

Where a student fails to attend three expected contacts (each contact being the equivalent to an individual lecture or tutorial), a first warning letter will be sent. A second warning letter will be sent if a student fails to attend three further contacts. A third and final warning

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letter will be sent if a student fails to attend a further three expected contacts. School of Business and Management will then exclude the student and inform Identity Malta immediately.

Overall attendance:

If the overall attendance of a student falls below 90%, School of Business and Management will issue a first warning letter to the student asking for the reason for poor attendance. If the attendance of the student falls below 85%, School of Business and Management will issue a second warning letter asking the student to explain the reason for the poor attendance. If the attendance of the student falls below 80%, School of Business and Management will issue a third warning letter asking the student to explain the reason of poor attendance. If the student still fails to maintain the required level of attendance, they are likely to be terminated from School of Business and Management. At any given time, should attendance drop below the satisfactory 90% necessary for course completion School of Business and Management reserves the rights to suspend a student without notice. The student will be informed during the disciplinary meeting or by letter. The student will not be able to attend classes or enter the campus until the suspension is lifted.

Summary Note

The student support / retention team focuses on the well-being and learning of each student during study at School of Business and Management. The main focus is that the student enjoys their learning and succeeds in course completion. Our aim to ensure that all students are actively learning in classes. When attendance falls short for justifiable reasons we will assist the student with extra tuition. Students are enrolled on a full-time course. Students must proceed in full recognition of the time this will take. If a student cannot give the course the required time, the course should not be undertaken.

Note: If a student's attendance is less than 90% at the end of course, they will not be eligible to receive the certificate and collect their retention deposit.

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