



Online Teaching Student Policy

1. All students are required to be on time for their online lecture on Zoom and are required to stay for the entire duration. Engagement with the online lecture will be monitored and non-engagement will lead to disciplinary action.
2. Attendance will be monitored and recorded as if students were on campus. Nonattendance of online lectures can lead to commencement of the college disciplinary procedure and suspension. All non-attendance will be reported to the lead provider of your course and relevant bodies and local authorities. The Attendance Policy remains the same and requires a minimum attendance of 90% throughout the course.
3. If for whatever reason you are unable to participate in the online lecture, you need to notify retention@sbm.com.mt and provide reliable and valid evidence.
4. All assessment dates remain the same as per the College curriculum plan and assessment planner.
5. All students are required to use Zoom for online learning. Students need to either access Zoom through the browser zoom.us or download the App on the play store.
6. Students are required to change their name from the model of their phone to their actual name on Zoom so that the Retention Team can correctly record attendance.
7. Students' microphone and webcam will be suspended. If a student wishes to ask a question, they will ask the question in the chat and the tutor will respond.
8. Students will adhere to the same values as required on campus such as respect and tolerance for all staff and students.
9. Zoom is a professional platform and therefore students are required to act appropriately. No personal matters will be discussed in the chat and misuse of Zoom will not be tolerated and lead to disciplinary action.
10. If you have any questions or queries, you can email your course coordinator.

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