

# **FIE** Student

## **Class Attendance Policy**

Regular attendance is essential in order to pass a course. A class constitutes lectures, student presentations, discussions, seminars, co-curricular activities, tests, and examinations.

In addition to physical presence in class, a student's participation is also essential to academic success at FIE. Students are expected to make consistent, valid contribution to class discussions and in-class exercises that reveal a mastery of assigned reading materials. Consistency and validity in participation is expected in every class. Limited participation will have a negative impact on a student's participation score.

If there are students arriving later than the course start date, faculty will be informed by FIE's [Academic Team](#). Students are not able to join a course after a week of classes have finished.

**Class attendance and engagement is formally recorded and incorporated into a student's final grade**, with 10% assigned for attendance and a further 10% for participation. Further information on class participation assessment can be found in your course syllabus.

Non-attendance or unsatisfactory class participation can result in up to a combined 20% of the student's final grade being impacted. Faculty will calculate the Attendance and Participation score for all students at the end of their course. Faculty will have discretion to deduct marks as they deem appropriate; all attendance and participation decisions lie with the faculty in the first instance.

Faculty take attendance during each class. Attendance is marked as follows: 'Present', 'Late' or 'Absent'. For information on attendance marks for internships, please see [Absence – Internship / Service Learning Placement](#).

Students who are recorded as absent or late will receive an automatic email alerting them of this attendance mark.

All students' attendance is closely monitored. Attendance reports are generated regularly and circulated amongst FIE departments so that any concerns regarding a student's welfare or academic progression can be identified and addressed as early as possible.

### **Lateness**

'Late' attendance marks will be logged on a student's record and will be taken into consideration when the student's attendance and participation grade is being calculated at the end of the course.

Faculty may use their discretion to mark a student as 'Absent' if they feel the student has arrived too late or left too early to be considered 'Present' for that session.

### **Absence – Class or Timetabled Event**

When unexpected events cause students to miss a class or timetabled event (e.g. Mentor meeting), it is the student's responsibility to initiate contact with the faculty member to notify them in advance, or as soon as is reasonably possible.

Absence from class does not relieve a student of responsibility for assignments. Students bear the ultimate responsibility for all missed class material and assessment.

If faculty determine that make-up work is appropriate, they may use their discretion to either allow students to make-up the missed assignment/assessment or assign an appropriate alternative. Faculty will coordinate with the student and the Director of Academics to ensure that the student's make-up work fulfils academic requirements.

In some cases, the faculty or **Academic Faculty Director (AFD)** may request documentary evidence for the absence, as set out in the Mitigating Circumstances Policy ([Appendix A](#)). If this cannot be provided, faculty members are under no obligation to allow students to complete missed work.

FIE's Administration Team retain a running attendance report and **AFD/ICO** (and the student's Visiting Faculty/Site Staff member as appropriate) will get in touch with students of concern where no advanced notification of absence has been received by a member of FIE team. If a student has 4 or more absences, the **AFD** will reach out via email to check in with the student.

### **Semester & Academic Year programmes**

By week 4 of the semester if the student has absences exceeding 40% of their total register mark they will be called in for a meeting with the **AFD** and **ICO**. In that meeting a warning will be issued that if their overall attendance does not improve, it will impact their academic grade and have compliance implication for their student visa status. If the student at any point following week 4 of the semester reaches 70% or above overall absences, they will be called in for a meeting and given a 1-week probation period to improve attendance rate. If overall absence percentage does not drop below 70% following the probation period, FIE will withdraw visa sponsorship and withdraw the student from the respective programme.

Additionally, if a student misses 25% or more of an individual course, then they may be awarded a failure for the course and/or not be permitted to finish the course.

### **Short Programmes, < 8 weeks**

By week 2 of the semester if the student has absences exceeding 40% of their total register mark they will be called in for a meeting with the **AFD** and **ICO**. In that meeting a warning will be issued that if their overall attendance does not improve, it will impact their academic grade and have compliance implication for their student visa status. If the student at any point following week 2 of the semester reaches 70% or above overall absences, they will be called in for a meeting and given a 1-week probation period to improve attendance rate. If overall absence percentage does not drop below 70% following the probation period, FIE will withdraw visa sponsorship and withdraw the student from the respective programme.

Additionally, if a student for any reason misses 25% or more of an individual course, then they may be awarded a failure for the course and/or not be permitted to finish the course.

## **Absence – Internship / Service Learning Placement**

Student internship / service learning placement attendance is also incorporated into a student's attendance record.

### **Internships**

As internships/placement are part of the academic programme, full attendance to all internship days is required. Students must ensure they attend all internship days in order to receive their full academic credit. Failure to attend all days can also affect the student's grade in the International Internship Course/International Service Internship Course. Please refer to the course syllabus for details.

Students verify their attendance by submitting signed timesheets on a weekly basis. FIE records each day's attendance with one of the following options: 'Present', 'Absent' or 'Missing Timesheet'.

If a student is going to be absent from their placement, it is their responsibility to initiate contact with the Experiential Education Team and their internship site to notify them in advance.

If a student fails to submit their timesheet, or it is incomplete, they will receive a 'Missing Timesheet' attendance mark for each internship day that week. Students will receive an automatic email alerting them of this. If the timesheet is not submitted or corrected before the end of the program, the 'Missing Timesheet' attendance marks will be counted as 'Absent'.

When a student has been absent from the placement, they are expected to fulfil their commitment to the placement by arranging with their internship site to make up their missed internship hours before the end of the program. Make-up hours will not affect the attendance record: the original 'absent' mark will remain. Make-up hours must be arranged around class obligations.

### **Service Learning Placement**

Service Learning students' attendance is gathered from their placement sites, on a weekly basis. Students can be marked with one of the following options: 'Present', 'Late' or 'Absent'.

If a student is going to be absent from their placement, it is their responsibility to initiate contact with placement site to notify them in advance.

Unless formally agreed with the [Academic Faculty Director \(AFD\)](#), students are expected to liaise with their placement site to make up their missed service learning hours before the end of the program. This must be arranged around their class obligations.

### **Extended Absence**

Students must have mitigating circumstances in order to take extended leave [see [Appendix 1](#)]. Refer to the Mitigating Circumstances Policy for more information on how an extended leave is accommodated at FIE. If the student does not have mitigating circumstances to take extended leave, as approved by the [Academic Faculty Director \(AFD\)](#), accommodations will not be made for any academic or experiential education commitments missed as a result.

Students must fulfil all their academic and experiential education obligations in order to receive credit from their home institution/School of Record.

If a student is required to have an extended absence (2 days or more), they should be directed to the online [Extended Absence Request form](http://www.fie.org.uk/student-life-faq) at <http://www.fie.org.uk/student-life-faq> to submit a formal request. When possible, students should speak to the **AFD** prior to filling out this form.

The **Director of Administration (DA) or Immigration and Compliance Officer (ICO)**, in the absence of **DA**, will notify the relevant teams at FIE and others, including faculty, the student's home institution and the programme coordinator/visiting faculty member/site staff as appropriate.

The **AFD** will confirm whether or not the extended absence will be approved, based on the Mitigating Circumstances guidance ([Appendix 1](#)).

The **DA (or ICO)** will send the student a confirmation email detailing the agreements that have been made and their responsibilities (e.g. catching up on missed work).

### **Early Departures & Withdrawals**

Students must have mitigating circumstances in order to leave a programme early [see [Appendix 1](#)]. If the student does not have mitigating circumstances, as approved by the **Academic Faculty Director (AFD)**, accommodations will not be made for any academic or experiential education commitments missed as a result.

Students must fulfil all their academic and experiential education obligations in order to receive credit from their home institution / School of Record in all cases regardless of the reason for leaving the programme early.

If the student has a Student visa, their right to remain in the UK will be affected by leaving the programme early. FIE, as a Student visa sponsor, is legally required to report any changes to student circumstances to the UKVI. The student will be informed that their visa will be curtailed.

In the event that a student requests to leave the programme early, the student or the member of staff/faculty whom the student has made contact with should alert the **Director of Administration (DA) or Immigration and Compliance Officer (ICO)**, in the absence of **DA**, who will centralise communication.

The **DA** will notify the relevant teams at FIE and others, including the student's home institution and the programme coordinator/visiting faculty member/site staff as appropriate.

The **AFD** will communicate with the faculty as necessary and confirm whether or not the early departure is in line with the Mitigating Circumstances guidance ([Appendix 1](#)).

**DA** will send a Confirmation of Early Departure / Withdrawal email to the student, detailing the agreements that have been made and their responsibilities (e.g. rescheduled assessments).

### **Distinction between a Withdrawal and Early Departure:**

A student who is leaving the programme before the programme end date, but who has plans in place to complete all academic and experiential education commitments (either early or remotely), will be considered an early departure.

A student who is leaving the programme before the programme end date and who will not be completing all courses, will be considered a withdrawal.

With students who withdraw very early from the programme, it is important that they fully understand the financial and academic implications of them doing so, in terms of FIE's policies and those of their home institution.

**Withdrawal & Refund Policy:**

- If a student withdraws 31 days or more prior to the first day of the programme, they will receive 100% of the programme fee minus a cancellation fee of \$500
- If a student withdraws 30 days or less prior to the first day of the programme, they will receive 10% of the total programme fee minus a cancellation fee of \$500
- If a student withdraws on or after the first day of the programme, no refund will be issued

**Religious Holidays**

As an international education institution, FIE's students come from diverse ethnic and religious backgrounds. Ordinarily 'religious holidays and festivals' do not come under mitigating circumstances. Therefore, although not usually approved as a matter of course, FIE will consider (given the make-up of its students) religious and cultural observance as situations in which, if a student is observant and practising of their faith tradition, they can apply in advance for an approved absence.

In such situations the student must, in advance of the event, contact their faculty. The decision to sanction an absence will be at the discretion of the faculty, in consultation with the [AFD](#).

## Appendix 1: Mitigating Circumstances Policy and Guidance

FIE acknowledges that there can be, on rare occasion, circumstances beyond the control of a student that might negatively impact their ability to perform or attend to their academic work. These circumstances are exemplified in the following document.

### Mitigating Circumstances apply to:

- a) Late arrival to an FIE programme
- b) Early departure from an FIE programme
- c) Extended absence from an FIE programme
- d) Withdrawal from an FIE programme
- e) Late submission of work or requests for late submission of work, during a course or beyond the end of a course
- f) Absence from in-class assessments such as exams or presentations or requests for performing these tasks outside of the scheduled time

For a claim to be accepted a student must produce independent documentary evidence to show that the circumstances

- a) have detrimentally affected their performance/submission/attendance or will do so;
- b) were unforeseen;
- c) were out of their control and could not have been prevented;
- d) relate directly to the timing of the situation affected.

### Examples of situations beyond the reasonable control of the student:

- bereavement (near relative only)
- serious accident, illness or serious infectious disease
- burglary and theft

### Examples of circumstances which *may* be considered beyond the reasonable control of the student:

- medical operation (if approved prior to the point of assessment or an emergency)
- hospital tests (if approved prior to the point of assessment or an emergency)
- being taken ill during an examination
- significant accident, injury, acute ailment or condition
- unanticipated and unavoidable professional obligations (e.g. military orders)
- private or public transport failure leading to delays of more than 1 hour (corroborative evidence is required to verify such a delay)

### Examples of situations that would not normally be considered mitigating circumstances:

- accidents to friends or relatives (unless within 3 days prior to deadline or examination)
- family illness (except in an emergency)
- examination nerves
- feeling generally anxious, depressed or stressed (unless medically certificated and notified in advance i.e. at least 2 weeks)
- minor accidents or injuries
- cold, cough, upper respiratory tract infection, throat infection, unspecified viral infection
- mistaking the deadline, or time management problems (including alarm not going off)
- private or public transport failure leading to delays of less than 1 hour
- general financial problems

- holidays or booked travel arrangements
- notes burned or stolen (unless supported by a fire or police report)
- intermittent or last minute computing equipment problems (discs, machines, printers, viruses)
- handing-in problems
- inclement weather (unless exceptional/severe conditions)
- ignorance of the course regulations or examination/assessment arrangement
- inadequate planning and time management
- having more than one examination on the same day
- family or friends visiting
- any event that could reasonably have been expected or anticipated

### **Extended Periods of Illness or Injury**

Circumstances relating to illness or injury must be independently verified by the person, practice or institution that diagnosed or assessed the illness/injury at the time it occurred.

This must take the form of a medical certificate or doctor's letter that is either obtained at the time of the illness or evidence that makes it clear that the student was unwell during that period. It should state the time and duration of the illness and include a clear medical opinion, (a note from the doctor indicating that the student *told* them that they were unwell will not be accepted). Self-certification cannot be accepted.