# LSBF Malta Attendance Policy

**1.0 Policy Statement and Core Expectations**

Research confirms that class attendance, even within the online setting, is an essential part of the educational experience and a requirement for an adequate evaluation of academic progress. Weekly attendance is mandatory in all modules. Students are expected to engage regularly with their online modules and to log in to the learning platform at least twice per week. Progress towards satisfactory completion of weekly learning activities, including assignments and/or discussion questions, is expected throughout each module.

**2.0 Definition of Attendance**

Attendance and engagement in the online learning environment are formally understood and monitored through the following student activities:

- Logging in to the learning platform regularly, and at least twice per week
- Reading the textbook and other study materials
- Watching the study videos
- Completing the first two discussion questions for each module, which are required to unlock the final assignment.
- Engaging with the tutor and fellow students by posting answers to discussion questions
- Attending scheduled live sessions; where a session is missed, watching the recording supports catch-up and ongoing engagement but does not constitute attendance at the live session
- Participating in different formative tasks
- Submitting the final assessments

**3.0 Absences and Responsibilities**

If you are unable to attend for a good reason, you should notify your Student Support Programme Administrator through Canvas and notify the tutor via private messaging on the Canvas platform.

Moreover, it will be your responsibility to catch up on missed work, including obtaining any materials and completing the relevant study tasks.

**4.0 Programme Duration and Study Time**

Students are required to complete their programme within the applicable maximum registration period. The normal programme duration and maximum registration period vary according to the programme and mode of study and are set out in the relevant programme documentation and Student Handbook. Any approved breaks in study or deferrals will be managed in accordance with LSBF Malta's applicable policies and programme requirements.

## Document Information Table

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*Content owner is responsible for ensuring the regular review and update of the document to reflect changes in both internal governance and external regulations.

## Authorship

| | Name | Role | Date |
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| Original Reviewer(s) | Shahnaz Hamid | LSBF Dean | |

## Version Control Table

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