IE UNIVERSITY

Attendance Policy Bachelor Degrees
2025- 2026

The student´s attendance policy for academic year 2025-2026 aims to offer IE University students a world-class education.

CLASS ATTENDANCE

For in-person programs, students should <u>attend their live, in-person sessions **on campus**</u>.

According to IE University policy, **attendance is mandatory;** bachelor's degree students are expected **to attend 100%** of the sessions as attendance is an essential component of IE´s learning methodology. For this reason, we monitor attendance closely and have established a policy for exceptional reasons for absence.

This policy applies to any type of session as planned in the syllabus: live in-person, asynchronous, and live online. As a general rule, students attending less than **80% of sessions will receive a FAIL** for the course. For bachelor-degree programs, this fail will apply to the ordinary and extraordinary calls of the current academic year, although some modulations in the implementation of this percentage could be included according to the development of the bachelor program.

The professor will monitor attendance to asynchronous sessions and such attendance will count the same way as synchronous sessions. As asynchronous sessions involve activities or assignments, the professor will monitor the completion of such work to record attendance.

Health problems, visa delays, travel restrictions, personal trips, appointments, family celebrations, or other personal matters are to be treated as exceptions to the 100% attendance policy. Such exceptions cannot total more than 20% of the student´s overall attendance in the course. If any student exceeds 20% of exceptional absences due to ongoing extraordinary circumstances, Program Management will study the case individually with the student **if the student provides sufficient documentation within 7 days from the absence.** Program Management will inform professors of any extraordinary cases.

If students have questions about attendance, they should contact Program Management. Under no circumstances should students approach faculty to discuss attendance since faculty members have no responsibility/power to justify a student´s absence.

Students who are absent from live-in person sessions are permitted to attend the session online; however, they will **be marked absent and will not be allowed to participate if any exam happens during that session.**

INSTRUCTIONS FOR IN-PERSON SESSIONS

Student behavior in the classroom is a key factor to guarantee that every student has access to a conducive learning environment.

For this reason, IE University expects students to comply with the following rules:

- **Punctuality**: If a student arrives five (5) minutes later than the scheduled time and does not inform the professor or leaves early without previous notice, the professor will mark them absent. Late arrival to exams without a justified reason will be considered as absence and therefore the student will not be allowed to sit at the exam and the exam will be grade with 0.0 (fail).
  Unexcused absence from any type of test will result in a grade of 0.0 (fail).
- **Disruptive Behavior**: The professor may ask students to leave the classroom if they engage in disruptive behavior such as side talking, misuse of digital devices (non-class-related use), eating/drinking, and if they are disrespectful when their peers or the professor are presenting. If this occurs, the professor will mark them absent.

    Please refer to the **Behavior in class** document for further details.

INSTRUCTIONS FOR LIVE ONLINE SESSIONS

Student behavior during online sessions must comply with IE University standards on education, respect for peers and professors, and a commitment to learning. Any infraction to these standards could be considered an ethics violation as per the **Students´ Code of Conduct**.

Students must:

- **Keep their cameras on** <u>for the entire session</u>.
- **Be at a desk** seated in an appropriate position, in a **distraction-free, professional environment,** and follow an **adequate dress code** for attending classes.
- **Be courteous** and conduct themselves maturely with their peers and professors in the digital or hybrid environment.
- **Use the correct equipment**.
- **Download and log into (with IE University email) the latest version of Zoom** if their course is taught through this platform.

Punctuality is expected from all students. For that reason, students will not be allowed to access the session once the class has begun. If a student is late, leaves the online session before the class ends, or unjustifiably switches off the camera during the session for an extended period of time, they will be marked absent.

RECORDINGS

Recordings of in-person sessions will not be made available. Only in very extraordinary circumstances can Program Management grant an exception to this policy based on justified and documented reasons. In any case, recordings will only be available for a limited period of 80 days.

IMPLEMENTATION RULES FOR BACHELOR PROGRAMS IN ACADEMIC YEAR 2025-2026

1ˢᵗ and 2ⁿᵈ years students of the single Bachelors and 1ˢᵗ, 2ⁿᵈ and 3ʳᵈ years students of Duals and BAS:

- Maximum of **20%** of absences.

- Students attending less than 80% of sessions will receive a FAIL (0.0) in the **ordinary and extraordinary** calls of the current academic year.

3ʳᵈ year students of the single Bachelors and 4ᵗʰ year students of Duals and BAS:

- Maximum of **20%** of absences.

- Students attending less than 80% of sessions:

  - will receive a FAIL (0.0) in the **ordinary** call of the current academic year if attendance is between 70% and 80% of the sessions. Students will be allowed to sit at the **retake** of the extraordinary call.
  - will receive a FAIL (0.0) in the **ordinary and extraordinary** calls of the current academic year if attendance is under 70% of the sessions.

4ᵗʰ year students of the single Bachelors and 5ᵗʰ year students of Duals and BAS:

- Maximum of **30%** of absences, including **all absences** for professional reasons (job hunts and interviews).

- Students attending less than 70% of sessions will receive a FAIL (0.0) in the **ordinary and extraordinary** calls of the current academic year.