Attendance Policy Master Programmes
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;** master'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.

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.

Exceptions to the 100% attendance policy are allowed under three defined categories:

1. **Personal and Administrative Matters** – including visa delays, travel restrictions, administrative appointments, family celebrations, or other similar obligations.
2. **Health-Related Absences** – only considered in cases of severe and/or prolonged medical conditions and must be supported by appropriate medical documentation.
3. **Career-Related Absences** – such as job or internship interviews, which may be granted as exceptions only if pre-approved by Program Management on a case-by-case basis.

Students who are absent due to exceptional circumstances must submit the corresponding supporting documentation within 7 calendar days of the absence. The total of all justified absences under these categories must not exceed 20% of the student's overall attendance in the course. If a student exceeds this 20% limit due to ongoing extraordinary circumstances, Program Management will review the case individually, provided that sufficient documentation has been submitted within the specified timeframe. Program Management reserves full discretion to approve or deny such exceptions and will notify the relevant faculty of any confirmed 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.

STUDENT BEHAVIOR IN THE CLASSROOM

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

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

LIVE IN-PERSON SESSIONS

- **Punctuality**: Students will not be allowed to enter the classroom once the class has begun, nor will they be allowed to leave the classroom until the end of the class. If a student arrives late or leaves early, the professor will mark them absent.
- **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.
- 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.**

LIVE ONLINE SESSIONS

- **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 120 days.