



Attendance Policy

Master Programs

2026- 2027

The student's attendance policy for academic year 2026-2027 aims to offer IE University students a world-class education.

CLASS ATTENDANCE

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

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. Attendance is therefore closely monitored, and a policy governing justified absences has been established.

This policy applies to any type of session as planned in the syllabus: live in-person, asynchronous, and live online. Students whose attendance falls below 80% will receive a fail grade of 0.0 in the ordinary call for that course, as attendance is considered a core component of the learning process. They will remain eligible to take the extraordinary call.

Attendance of asynchronous sessions is required and counts towards the total attendance record of the course. Attendance will be monitored and documented by the professor via the completion of the assigned activity for the asynchronous session.

Justified Absences

Only the following reasons, **supported by official documentation**, will be considered justified absences:

- Hospitalization of the student or of a family member (up to the second degree).
- Family bereavement.

- Official summons to testify before a court or the police, to serve in electoral duties, or issued by other equivalent authorities.
- Institutionally approved academic activities: official university events, competitions, or exchanges.
- Documented job or internship interviews.

Immediate classification of absences: If an absence falls within the categories listed above and the required supporting documentation is submitted through Virtual Help Desk within seven (7) days, it will be validated as justified and will not count toward the 20% maximum absence limit.

All documentation must be submitted to Program management via Virtual Help Desk. Once reviewed and resolved, the system will generate automatic notifications to the student and the corresponding faculty members confirming whether the absence has been justified for a specific period within 72 hours.

Faculty members are not responsible for approving or justifying absences. All absence-related requests must be managed through Program management, via Virtual Help Desk, to ensure consistency across programs.

Other Absences

All other situations, including minor health issues, visa delays, personal travel, appointments (including medical), and family or religious celebrations, are not considered justified and will count toward the maximum allowance of 20% total absences per course.

If a student exceeds this 20% limit due to documented extraordinary and ongoing circumstances, Program management may review the case on an exceptional basis, provided that sufficient supporting documentation is submitted within seven (7) days of the relevant absence. Program management will inform the corresponding faculty members of any approved exceptions.

Additional Provisions

- Students with questions about attendance must contact Program Management directly. Faculty members are not authorized to justify or approve absences.
- Students who are absent from live, in-person sessions may join online if permitted; however, they will still be marked absent and will not be allowed to participate in any exams conducted during that session.

Failing a course due to attendance

Students whose attendance falls below 80% will receive a Fail (0.0) in the ordinary call for that course. They will remain eligible to take the extraordinary call.

An extraordinary call will take place 5 to 10 working days after the date of the review session.

The grade resulting from said extraordinary session will be limited to LOW PASS (one, 1.0) or FAIL (zero, 0.0). This means that if a student passes the subject during the extraordinary call, they cannot receive a grade higher than a to LOW PASS (one, 1.0). Both grades (the failure in the ordinary call, as well as the grade obtained in the extraordinary call) will appear on the student's record. However, only the grade obtained in the extraordinary call will be taken into account when calculating the master's final grade. Those students who obtain a "fail" in a subject's extraordinary call may not continue on the program.

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.
- **Smoking:** We remind you that smoking or vaping inside the building is not permitted.
- **Classroom Hygiene:** As a sign of respect to the next students who will use the classroom after the session, students are expected to keep the classroom space clean and tidy and use the trash bins located outside the classroom.

LIVE ONLINE SESSIONS

- **Keep their cameras on for the entire session.**
- **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 by 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.