

BSBI Attendance Policy

BSBI School of Business and Innovation

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I. Attendance Overview

As part of their commitment to studies students are expected to attend all elements of the programme of study, except in cases of absences with valid cause. Research shows that students who attend their classes are more likely to be successful in their studies. Attendance is monitored regularly across all programmes, and insufficient attendance and progress may result in withdrawal from studies. Therefore, it is important that students notify BSBI of any absence in a timely manner. Students must attend their classes or notify the Programme Coordinators via the MyPage Student Portal of any absences. BSBI has a duty to report any international students with unsatisfactory attendance to the local Foreign Office.

II. Students are expected to:

- Attend all scheduled sessions included in their programme of studies.
- Arrive on time to the scheduled sessions and remain until the end of the session.
- Demonstrate their attendance by using the attendance monitoring procedures in place.
- Submit a written statement and evidence in support of their inability to attend sessions, preferably within 72 hours of an absence, through their MyPage Student Portal.

III. Attendance Overview

Although 100% attendance is expected from all BSBI students, a minimum of 80% overall attendance is mandatory. Continuous unsatisfactory attendance might lead to attendance warnings issuance.

Upon receiving an attendance warning, students are required to contact Programme Coordinators to discuss the reason for their poor attendance and present supporting documents for any claims for non-attendance.

- **Informal Attendance Warning:** Issued when the overall attendance percentage falls below 69%.
- **Formal Attendance Warning:** Issued when the overall attendance percentage falls below 49%.
- Students have a period of 7 days to submit an excuse following the receipt of an attendance warning.
- Failure to submit an excuse or submission of invalid excuses will result in the issuance of a notice of withdrawal, which must be appealed within 5 days.
- If a timely appeal is received but deemed invalid, students will be required to attend a mandatory meeting with the Programme Coordinators. Failure to attend the meeting or provide adequate evidence during the meeting will lead to the referral of the student's case to the withdrawal board.

IV. Absences and Notifications

Punctuality

Students are expected to adhere to the communicated timetable, arrive on time for their classes and remain until the session concludes.

Please note that students arriving late will be considered absent from the session. Allowing attendance for late arrivals will be at the lecturer's discretion.

Punctuality/Attendance Warnings may be issued in written form if frequent lateness occurs:

- 3-5 instances of lateness - **Informal Punctuality Warning**
- 6-9 instances of lateness - **Formal Written Punctuality Warning**

Receiving two Punctuality Warnings will result in an invitation to a meeting with the Programme Coordinator Manager to further discuss the persistent lateness. This may lead to disciplinary action, expulsion, withdrawal from your studies, and subsequently, visa-related consequences. Persistent lateness will affect students' attendance percentage and may result in disciplinary action. If students have pre-arranged absence authorisation or are facing an emergency, it is essential to communicate this to the Programme Coordinators before class (see the contact details in paragraph VI).

V. Authorised Absences

Although 100% attendance is expected from all BSBI students, we understand that certain circumstances may prevent attendance at scheduled sessions. Reasons and evidence that may be considered for authorised absence include, but are not limited to:

- **Death or illness** of an **immediate family** member, such as spouse, parent, grandparent, guardian, sibling, son, or daughter. BSBI staff will evaluate each case on an individual basis. Please contact Program Coordinators at for a leave letter (see the contact details in paragraph VI). A maximum of two weeks of leave can be authorised.
- **Wedding ceremony (your own or that of an immediate family member)**: evidence of scheduled marriage ceremony for yourself or an immediate family member will be required prior to the event. Please contact Program Coordinators or a leave letter. Maximum two weeks leave can be authorized depending on the circumstances.
- **Appointments** with a **physician**, dentist or other recognised licensed/certified medical practitioner. A maximum of one day can be authorised. All students must submit a sick note or doctor's certificate in English or in the language of the country where your campus is located via the MyPage Student Portal.
- **Pregnancy** and related illness. Students must provide sufficient documentation, such as a sick note or doctor's certificate in English or in the language of the country where your campus is located via the MyPage Student Portal. BSBI staff will evaluate each case on an individual basis.
- **Accidents**, such as a car accident or hospitalization. Students must provide sufficient documentation, such as a sick note or doctor's certificate in English or in the language of the country where your campus is located via the MyPage Student Portal. BSBI staff will evaluate each case on an individual basis.

Please note that medical notes issued by doctors outside of the country where your campus is located cannot be accepted. Medical notes must bear the signature and stamp of a registered doctor. In this respect we can accept only „Arbeitsunfähigkeitsbescheinigung/Krankschreibung“ from students in Germany, „justificante médico“ in Spain and „certificat medical“ in Paris.

In case of any doubts regarding how to excuse yourself from attending classes or if your case does not apply to any of the aforementioned criteria, please contact Programme coordinators.

VI. Contact Details

Campus	Email Address
Berlin	attendance@berlinsbi.com
Hamburg	attendance.hamburg@berlinsbi.com
Paris	attendance.paris@berlinsbi.com
Barcelona	admin.barcelona@berlinsbi.com
My Page Student Portal	https://my.berlinsbi.com/dashboard

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