

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 Student Life Team via the 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 [Student Portal - Academic - Exuses].

Student Responsibility to Communicate and Engage

- Students must not stop attending scheduled academic activities without informing BSBI. Students have a duty to notify the Student Life Team of any absence, submit the required supporting evidence within the specified deadlines, and maintain proactive communication with BSBI.
- Students are responsible for regularly checking their BSBI email account and the Student Portal. They must respond promptly to attendance or punctuality warnings, meeting invitations, requests for supporting documentation and other communications concerning their attendance or academic engagement.
- Students are required to attend any meeting requested by BSBI unless alternative arrangements have been agreed in advance. Failure to respond to communications, attend a requested meeting or provide sufficient supporting evidence may be treated as a lack of engagement and may result in escalation under the applicable disciplinary or withdrawal procedures.
- Long-term, repeated or frequent absence from studies, particularly where a student fails to communicate with BSBI or demonstrate continued attendance and academic engagement, may result in withdrawal from studies.

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 Student Life Team 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 Student Life Team. 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 Student Life Team 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 Student Life Team before class (see the contact details in paragraph VI).

V. Authorised Absences

Types of Absence Requests

Excuse

An excuse is a formal notification submitted through the Student Portal to explain and justify a short-term absence that has already occurred. Students should submit an excuse as soon as possible and preferably within 72 hours of the absence.

Students must provide valid and authentic supporting documentation of a type specified below. All submitted documentation may be verified by BSBI. An excuse will be rejected if the student does not provide sufficient evidence to support the request.

Absence Authorisation Request

An absence authorisation request is a formal request submitted by a student seeking advance approval for a planned absence. An authorised absence may be granted for a maximum of 14 consecutive days.

Where an absence is foreseeable, the request must be submitted through the Student Portal before the absence begins. Submission of a request does not guarantee approval. Students must provide sufficient supporting documentation confirming the reason for the absence and covering the entire period requested.

An absence authorisation request will be rejected if the student does not provide valid and sufficient supporting evidence.

Term Break

A term break is a formally approved long-term absence that releases a student from academic activities and attendance requirements for an entire academic term. A term break may be granted in exceptional circumstances, including, but not limited to, long-term health conditions, visa-related matters or serious personal circumstances.

Students seeking a term break must contact the Student Life Team by email and provide valid supporting documentation covering the proposed period of absence. Students must continue to attend their scheduled academic activities until they receive formal written approval from the Student Life Team.

A term break does not release students from their financial obligations to BSBI. Students who stop attending classes without notifying BSBI and obtaining formal approval may be subject to the attendance and withdrawal procedures set out in this policy.

Supporting Documentation and Authenticity

Supporting documentation submitted in connection with an excuse, absence authorisation request or term break must be valid, authentic and relevant to the period of absence concerned. BSBI reserves the right to verify any documentation submitted.

Requests that are not supported by sufficient evidence will be rejected. The submission of forged, falsified, altered or otherwise inauthentic documentation may result in disciplinary action under the Student Code of Conduct and the applicable disciplinary procedures.

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 Student Life Team 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 Student Life Team 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 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 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 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 Student Life Team.

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
Madrid	bsbimadrid@berlinsbi.com
Student Portal	https://my.berlinsbi.com/dashboard

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