

Attendance Policy

It is College policy that attendance is taken for all students, irrespective of nationality. Non-EU students are required by the GNIB to have a minimum attendance of 85%.

It is the responsibility of lecturers to take attendance in class. Completed attendance sheets are signed by the lecturer and kept in the Faculty Office.

Lecturers should ensure that the number of students in the class corresponds with the number of signatures on a sheet. Should they not correspond (due to students signing for colleagues) then a new sheet should be handed out

A certain level of discretion is necessary with lateness, but typically a student should not be allowed to register their attendance if they arrive more than 15 minutes late

Attendance Monitoring

1. Students are required to attend lectures, lecture-seminars and lecture- workshops for the modules for which they are registered. There are likely to be instances when absence due to illness or other reasons may arise. All absence is required to be covered by a medical or similar certificate and CEG administration is required to be informed by the student of the rationale for their absence.
2. In the case of absence due to illness, or to extenuating exceptional circumstances, (e.g. bereavement), CEG will be sympathetic. Staff will provide all possible guidance to enable students to maintain progress on their programme of study. The Student Support Officer engages with students to provide support.
3. It is the student's responsibility to ensure that his/her attendance is noted at each lecture/seminar/workshop. If there are medical reasons for any absence, medical evidence (e.g. certificate from the GP or hospital) must be presented to the Programme Leader and/or CEG nominated administrative officer.
4. If the Director/Dean is of the opinion that the student's attendance has been consistently below the required levels for progression within a programme and/or module then CEG may decide to terminate the registration of the student – this decision can only be determined by the Academic Board.

Students have five days from the date of their absence to submit a Medical Certificate to their faculty. Absence due to sickness should be communicated to the Programme Administrator on the day of the illness and on any subsequent day(s) of sick leave.

Attendance registers are saved within each faculty and are also available to International Office. Hard copies of the signed attendance sheets are kept for a minimum of 12 months.