

## **Training Attendance Policy**

### **Article 1 – Attendance and Punctuality**

- 1.1 Students are required to regularly attend all of their classes as they appear on the student's schedule, including all the courses taught, whether of a practical or academic nature. Students must also complete, within the allocated time, all the written, oral, and practical work required by their instructors, respect the content of the programs, and be subjected to the various exams, whether oral, written, practical, final or mid-term, as described in the framework of each degree program.
- 1.2 Any student who does not comply with the stated attendance requirements will be called in to appear before the Disciplinary Committee to determine possible sanctions that may include permanent exclusion from the school training center.
- 1.3 The program timetables are available on-line and can be consulted via the Hyperplanning and e-platforms tool. At the beginning of each school year, the student will receive the access codes he or she needs to connect and consult on-line schedules.

1.3.1 The School training Center reserves the right to modify course schedules at any time.  
Students are responsible for regularly checking the schedules concerning their program.

#### 1.3.2 Internal and External Events

As part of the programs offered by the School, class schedules may be modified to allow for the organization of events both on and off the center, including Career Days, Masterclass, visits, or presentations by instructors. Students are required to attend these events in the same way they are required to attend practical and academic courses. These events may in certain cases replace the practical and/or academic classes planned for that day.

### **Article 2 – Absences and Late Arrivals**

#### 2.1 ABSENCES

Students are required to attend all courses and activities included in the program, whether they take place on or off outside the center.

In the event of an absence, the student must inform the School center by telephone and/or by email within the 1h of the course. In the case of a foreseeable absence, the student should notify the Student Affairs Office beforehand.

Students must provide written supporting documentation from the first day of their absence, without which the absence will be considered as unexcused.

##### 2.1.1 Valid supporting documentation include:

- Medical certificate;
- A test result, in the case of the covid pandemic;
- A death certificate, in the case of the death of an immediate family member (father, mother, grandfather, grandmother, brother, sister, spouse, or child);
- A police report, in the case of a student who is the victim of a serious crime.

No other supporting documentation will be accepted. If none of the aforementioned documentation is delivered, the absence will be considered as unexcused.

### 2.1.2 Medical Certificate

All medical certificates explaining an absence must be signed by a doctor and written in French, **Arabic** or in English.

In the case of a medical certificate written in another language, an official translation into either French, **Arabic** or English must also be provided.

No medical certificate written in any language other than French, **Arabic** or English will be accepted.

### 2.1.3 Special Cases

In the case of long-term illness or a chronic health condition that may result in absences during the academic term, the student must inform the School center immediately and provide the Student Affairs office with a medical certificate from his or her doctor. The certificate must be written in French or English.

In the case of a medical certificate written in another language, an official translation into either French, Arabic or English must also be provided.

No certificate written in any language other than French, **Arabic** or English will be accepted.

2.1.4 Upon presentation of the supporting documentation, an acknowledgement of receipt will be issued systematically. The School assumes no responsibility or liability in the case of unexcused absences.

2.1.5 Upon his or her return to school, the student must present an absence report provided by the Student Affairs Office to the Instructor in order to gain entry to the course. Without the absence report, the student will not be allowed to enter.

2.1.6 In the event of repeated and unexcused absences, students are allowed a certain number of tolerated unexcused absences equal to 5% of the total number of hours of training. This tolerance corresponds to the acceptable limit from an educational perspective. The number of tolerated excused absences corresponds to 10 %.

Programs	2,5% Unexcused Absences	5% Unexcused Absences	10% Excused Absences
Essential Programs	Warning	Risk of Exclusion	Risk of Exclusion
Diploma Programs			

2.1.7 Depending on the case, the appropriate parties will be notified of all absences as follows:

- The employer when the student is a salaried employee enrolled in a program funded by his or her company's training benefits;
- The employer and the agency that is financing the program when the student is a salaried employee participating in a program funded within the framework of a training leave of absence.

2.1.8 Apart from the aforementioned exceptions, if the student exceeds the tolerated number of unexcused absences of 5%, or the tolerated number of excused absences of 10%, the School **center** will consider the student's absenteeism as serious grounds for exclusion and will

summon the student before the disciplinary committee to discuss the case and decide on appropriate sanctions.

## 2.2 LATE ARRIVALS

2.2.1 All students are expected to observe strict punctuality. In the event of a late arrival, the student must notify the Student Affairs Office by telephone within the half hour before the class starts.

2.2.2 In the event of a late arrival, the student must go to the Student Affairs Office.

For the 1st and 2nd year students of the Bachelor Programs, a late slip will be provided for the student to give to the instructor to enter the classroom.

2.2.3 For all late arrivals, the chef will decide whether or not to admit the student to the course; if allowed to enter, 1<sup>st</sup> and 2<sup>nd</sup> year Bachelor students must present the late slip they received from the administration.

After 30 minutes, late students will be systematically refused access to the classes, resulting in an unexcused absence.

## 2.3 ABSENCES AND LATE ARRIVAL TO EXAMS

2.3.1 In the case of a late arrival to an exam, the student will not be allowed to enter the exam room.

2.3.2 In the case of an unexcused absence for an exam, the student will receive the grade of 0.

2.3.3 In the case of an excused absence for an exam, the Education Committee will decide if a make-up session is warranted and how it will be organized if needed.

## 2.4 EARLY DEPARTURE

No early departures or late returns from vacation periods are authorized, except for medical reasons or family emergencies that have been documented and accepted by the School center in writing beforehand. Failure to comply with this policy will result in an unexcused absence.

## 2.5 WITHDRAWAL

If a student wishes to withdraw from the program, he or she must inform the program administration in writing of his or her intent to withdraw, being sure to imperatively include the date of departure.