



LSBF Attendance Policy

Research confirms that class attendance, even within the online setting, is an essential part of the educational experience and a requirement for an adequate evaluation of academic progress. **Weekly attendance is mandatory in all courses.** Students are expected to log in to their online modules at least twice per week. Progress towards satisfactory completion of weekly assignments and/or discussion questions is expected on a weekly basis.

Attendance is understood as:

- Logging in
- Reading the textbook and other study materials
- Watching the study videos
- Engaging with the tutor and fellow students by posting answers to discussion questions
- Participating in different formative tasks
- Submitting the final assessments

If you are unable to attend for a good reason, you should notify your Student Support Programme Administrator through Canvas and notify the tutor via private messaging on the Canvas platform.

Moreover, it will be your responsibility to catch up on missed work, including obtaining any materials and completing the relevant study tasks.

Cessation of Study Time

Students have a total of 36 months to finish their programme of study. **Please note that any breaks in study contribute towards total study time.** Students who do not complete their studies in the set timeframe may be required to leave the course. However, students in exceptional circumstances that have affected their ability to study may be able to apply for extra time under the Special Consideration process outlined in the Student Handbook.