



Attendance Policy

1. Purpose of the Policy

This Policy outlines attendance requirements for all GMA training programs, regulates the tracking of instructional hours, and ensures full completion of the curriculum.

The Policy aligns with ICF Coaching Education Standards and supports the delivery of high-quality professional training.

2. Principles of Attendance

GMA adheres to the following principles:

- **100% of required instructional hours** must be completed by the student.
- **Presence and engagement** are essential components of coaching education.
- **Punctuality and responsibility** are part of professional readiness.
- **Flexibility is possible**, but only within defined make-up procedures.
- **Honest and transparent tracking** ensures academic integrity.

3. Attendance Requirements

3.1. Required Hours

- Students must attend **all synchronous training sessions**.
- Because ICF requires **100% of the instructional hours**, any missed time must be made up through approved make-up methods.

3.2. Definition of Attendance

A student is considered present when:

- they are in the session for the full duration,
- are active and responsive,
- have their camera turned on (unless previously agreed otherwise),
- participate in practice sessions, discussions, and exercises.

Exceptions apply in cases of illness (see Illness Policy).

3.3. Late Arrivals

- A late arrival of up to **15 minutes** is recorded as present.

- Arrivals **over 15 minutes** may require make-up and must be agreed with the facilitator.
- Repeated lateness is addressed individually.

4. Absence and Notification

Students must:

- notify the trainer or program administration **at least 2 hours before** the session,
- optionally indicate the reason,
- arrange a make-up plan for the missed hours.

Unnotified absences are recorded as *unexcused*.

5. Make-Up of Missed Hours

All missed training time must be made up through one of the following:

5.1. Individual Make-Up Session

With a trainer, tutor, or mentor.

Additional fees may apply.

5.2. Joining Another Cohort

If scheduling allows.

5.3. Written or Practical Assignment

When appropriate for the program format.

Make-up work must be completed **before the program end date**, unless otherwise agreed.

6. Partial Attendance

A student is considered partially present if they:

- miss more than 10 minutes,
- turn off their camera without explanation,
- skip part of the practice session,
- experience significant technical issues.

Partial attendance requires partial or full make-up.

7. Technical Requirements

Students are responsible for securing:

- stable internet connection,
- working camera and audio,
- an environment suitable for participation,
- ability to coach in dyads/triads.

Technical issues that prevent participation are treated as absences unless they qualify as force majeure.

8. Grounds for GMA Intervention

GMA may contact the student if:

- repeated absences occur,
- make-up assignments are not completed,
- participation is minimal or only formal,
- behavior disrupts the learning process.

GMA may temporarily limit participation until the situation is resolved.

9. Consequences of Non-Compliance

If attendance requirements are violated:

- mandatory make-up may be assigned,
- the student may be transferred to a future cohort,
- access to the program may be suspended,
- a certificate will not be issued until all hours are completed,
- repeated violations may result in withdrawal (see Withdrawal Policy).

10. Final Provisions

- This Policy is mandatory for all GMA students.
- Updates follow ICF standards and internal GMA regulations.
- The Policy applies to all synchronous educational programs delivered by GMA.

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