



Illness Policy

1. Purpose of the Policy

This Policy outlines the procedures for students, faculty, and representatives of GMA in the event of illness or a health condition that affects participation in training.

The Policy is designed to ensure safety, respect for personal well-being, and compliance with ICF requirements regarding attendance, participation, and academic integrity.

2. Principles of the Policy

- Student health and safety are a priority.
- Absence due to illness is not considered a violation if the student follows the notification procedure.
- GMA provides support and offers options to make up required training hours.
- All decisions are made with respect, confidentiality, and non-discrimination.

3. Notification of Illness

A student must notify the administration or program facilitator:

- **as early as possible,**
- preferably **at least 2 hours before the session,**
- via email, program chat, or the communication system used within GMA.

The notification should include:

1. Full name of the student,
2. Name of the program and current module,
3. A brief statement indicating inability to attend due to illness.

A medical certificate is NOT required, except in long-term situations (see Section 6).

4. Making Up Missed Training Hours

According to ICF requirements, students must complete **100% of required instructional hours.**

In the event of illness, GMA provides the following options to make up missed time:

4.1. Individual make-up session

One or several sessions with a tutor, mentor, or trainer, including review of materials and confirmation of competency development. Fees may apply depending on the program.

4.2. Joining another cohort

Where schedule availability allows.

4.3. Additional assignments

Reflective papers, written exercises, or recorded practice, when appropriate for the specific program. All make-up options must be coordinated with the program coordinator.

5. Participation in Online Sessions While Unwell

Students may:

- attend with their camera off,
- participate in a reduced mode,
- refrain from dyad/triad practice if their condition does not allow active participation.

The facilitator records partial attendance and arranges next steps to ensure full completion of required hours.

6. Extended Illness

If a health condition:

- lasts longer than **seven days**,
- requires hospitalization,
- or significantly disrupts participation in the program,

GMA may offer:

- an academic pause,
- transfer to the next cohort,
- an individual completion plan.

Decisions are made case-by-case, prioritizing student well-being and compliance with ICF standards.

7. Illness of Faculty or Guest Specialists

If a faculty member becomes ill:

- the session may be rescheduled,
- or a qualified substitute (meeting ICF requirements) may be provided,
- students will be notified no later than 1 hour before the session (or as soon as reasonably possible in urgent situations).

8. Confidentiality and Respect

GMA ensures:

- complete confidentiality of any health-related information,
- no requests for personal medical details,
- no pressure to attend sessions if participation might harm the student's health.

9. Responsibilities of Parties

GMA Commitments:

- to provide appropriate support to the student,
- to offer opportunities to make up required hours,
- to ensure that illness does not hinder academic progress,
- to comply with ICF standards.

Student Commitments:

- to notify GMA in a timely manner,
- to coordinate make-up hours,
- to complete any required make-up assignments.

10. Final Provisions

This Policy takes effect upon publication and applies to all GMA programs, both accredited and non-accredited.

GMA reserves the right to update the Policy in alignment with changes in ICF standards and internal quality assurance requirements.

Global Masters Alliance (founder)
Galina Vdovichenko, MCC ICF

