Processing of student absences

Attendance at both physical and online classes and educational activities is mandatory. Punctuality is imperative. Attendance is recorded through the online roll call done at each planned session during which the student confirms their presence.
An absence is counted for a planned educational activity during which the roll call is opened. Every delay or failure of online sign-in is counted as an absence.
Student absences are recorded on the DeVinci / Absences online Portal and noted on the report card. Sanctions for non-attendance are described in the pedagogical regulations.*

The academic department strictly applies the regulations in the day-to-day management of attendance rules. However, a student going through a particular personal situation can contact their academic referent at any time to be listened to and have their situation taken into account.

Type of absence	Certificate	Consideration	Absence from an evaluation
. Absence at a class session *(personal appointment, sickness, medical appointment, personal reason…)* . Delay . Failure of signing in	The student doesn't have any certificate to provide. (The absence is included in the tolerated quota of absences*)	The absence is recorded. Absences are tolerated, they must remain limited in number.	The grade of 0/20 is applied to the test, examination or evaluation concerned.
. Absence from a test due to sickness	The student provides a certificate within 7 working days after the absence. -> On the Devinci Portal / Absences (no email transmission)		The grade of 0/20 is applied to the evaluation. The justification is sent to the pedagogical coordinators and the jury.
. Hospitalization . Exceptional family event . Imperative administrative summons on a fixed date . Sick leave *(only for student-apprentices)*	The student provides a certificate within 7 working days after the absence. -> On the Devinci Portal / Absences (no email transmission)	The absence is recorded as an excused absence.	The evaluation grade is neutralized.
. Scheduling conflict, dysfuntion, etc.		The absence is regularized.	N/A
. Participation in school-related events or sporting competitions, previously validated by the department managing the event.	The student doesn't have any certificate to provide. (The absence is justified by the department concerned)		The student makes sure that their participation in the event is compatible with the planned evaluations.
. School accommodations *(see pedagogical regulations chap III)*	According to the defined accommodation		
An absence during an evaluation does not entitle the candidate to the organization of a substitute test.			

Full reference text : Pedagogical Regulations Chapter IV. Terms of course dispensation, attendance, processing of absences and Chapter III. School accommodations