

## IES Abroad Vienna **Attendance Policy**

IES Vienna requires attendance at all class sessions, including course-related trips, internship meetings, rehearsals, and all tests and exams. Attendance will be taken for every class. **If a student misses more than the equivalent of a week of classes without an excuse**, the final grade will be reduced by one-third of a letter grade (for example, A- to B+, B+ to B, etc.) for every additional unexcused absence.

Please note that these allowed unexcused absences can be used for both physical or mental health-related reasons and provide privacy to students who may not wish to share their circumstances.

Note that this rule does not apply to midterm and final exams. Failure to attend your midterm or final exam will automatically result in an F grade for the exam.

**Excused absences** are permitted due to 1) illness (health issues), 2) observance of a recognized religious holiday; 3) grave incident affecting family members. Exceptions may be made for conflicting academic commitments, but only in writing and only well in advance of a missed class meeting.

*Any other absences are unexcused (i.e. missing class due to cancelled flights, trains, etc. is a student's responsibility and will not count as an excused absence. Please plan your personal travel wisely with this in mind). Travel outside of the country for **vaccinated students** is **STRONGLY DISCOURAGED**.*

### **Course-related trips outside of the regular class hours are mandatory**

Some classes include mandatory trips outside of regular class hours, i.e. on Fridays and Saturdays. Students will be made aware of the specific dates of such trips during the first week of class. Missing a mandatory course-related trip for reasons other than a health or medical emergency will automatically result in a reduction of the final grade by a third of a letter grade.

### **All program-specific trips are mandatory**

All four programs will offer several program-specific trips throughout the semester. The dates of these trips will be announced prior to student arrival in Vienna. **All program-specific trips are mandatory**. Students will be excused for medical reasons only.

## **Documentation of Excused Absence**

Send all documentation to Academic Program Manager at [bwyatt@iesabroad.org](mailto:bwyatt@iesabroad.org)

- **Illness.** If you are absent from class for physical or mental health reasons, you will need to obtain a doctor's note and send it to Academic Program Manager (APM) no later than two weeks after missed class meeting.
- **Recognized religious holiday.** Please notify APM of any religious holidays you plan to observe in writing during the first week of the semester.
- **Grave family incident.** Submit a note from the attending doctor or comparable documentation of incident to the APM.
- **Conflicting academic commitments.** You must petition the Center Director, Dr. Morten Solvik ([msolvik@iesabroad.org](mailto:msolvik@iesabroad.org)) in a written explanation stating the conflict and why your choice of activity represents the best alternative under the circumstances; only upon the Director's explicit instruction is the excused absence granted.

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Palais Corbelli  
Johannesgasse 7  
A-1010 Vienna  
Austria  
t 1.512.2601  
f 1.512.2601.27  
[www.IESabroad.org](http://www.IESabroad.org)

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## Sanctions

If a student misses more classes than permissible without an excuse, the final grade will be reduced by one-third of a letter grade (for example, A- to B+) for every additional unexcused absence. Excessive unexcused absences will lead to an Academic Review.