



GCC BDI Certified Board Secretary Programme

Course Attendance Policy

This policy is part of the GCC Board Directors Institute's Certified Board Secretary Programme Policies and Participants' Handbook.

The purpose of this policy is to clarify the actions and decisions to be taken regarding participant absences during the programme.

No more than 20% of class contact hours can be missed by participants for any workshop to be counted as attended.

In the case of online programmes, as this is a certified programme, participants should keep their video cameras on as part of their programme attendance and engagement. If participants have a legitimate reason for not being able to keep their video cameras on throughout the workshop, this should be discussed with GCC BDI staff prior to the commencement of the workshop.

Any and all absences during a module should be avoided and must be communicated to GCC BDI staff as soon as possible.

If a participant misses more than 20% of a module, they should participate in a compulsory catch-up session which will incur an additional fee (see below). The amount of catch-up time will depend upon the time missed and the topics missed and will be agreed with the facilitator.

Participants may be advised to re-sit the module and where possible there will be no additional charge for this.

Participants may elect to sit the module exam without a catch-up session or a re-sit, depending on the number of hours they have missed.

In all cases, an examination re-sit will incur an examination fee of USD 300 per person for each examination re-sit.

If a participant fails the re-sit twice, they would normally be expected to re-sit the module.

All decisions will be made in consultation with the programme faculty. The GCC BDI Education Committee will be ultimate arbiter.

The cost for the catch-up session will be as follows:

Number of persons in the catch-up session	Maximum 4 persons
Cost Charged by GCC BDI	US\$ 200 (excl VAT) per hour

If there is more than one person in a catch-up session, the cost can be pro-rated for the session participants.

For further information, please contact getinvolved@gccbdi.org.

Approved by the GCC BDI Education Committee

Date: 31 January 2021