

GLOBAL CLASSROOM

LIVE SESSION ATTENDANCE AND COURSE-PROGRESS POLICY

LIVE SESSION POLICY GUIDELINES FOR STUDENTS

It is compulsory for all students to attend a minimum of 80 percent of all the live sessions in a course.

It is compulsory for all the students to attend the orientation session, which is taken at the start of the course (usually on the Monday of the 1st week) and the concluding session (usually on the Saturday of the 5th week) of each course.

It is mandatory for all students to keep their cameras switched on for 80 percent of the live session. This is to ensure an active engagement with the instructor and fellow learners in the live session.

In case the student is not able to attend any live session, advance notice with sufficient reason for the same must be provided to the Student Engagement Coordinator, personally or through communication in the WhatsApp/Signal course group.

In case a student is not able to provide advance notice for missing a live session, or has an emergency, the same must be communicated to the Student Engagement Coordinator in the following week, before the next live session.

If a student does not attend the minimum number of required live sessions, then they will fail that module and will have to restart that module at a later instance. An exception will be provided only if the student is able to demonstrate satisfactory reasons for not fulfilling the attendance requirement, and provided the student commits to fulfilling the live session attendance requirements for the upcoming modules without fail.

The Student Engagement Coordinator will be taking an attendance at any point during the live session, which will be official attendance record for the live sessions. So, the students must ensure that they are joining the live session on time and staying till the end of it.

COURSE-PROGRESS GUIDELINES FOR STUDENTS

The course-progress percentage that is visible in the relevant student and instructor dashboard, and the course-specific pages for each student *is different*

from live session attendance.

The course-progress percentage is a reflection of the lecture videos watched and assessment tasks completed by the student.

Please note that 100% course completion is mandatory for the successful completion of a module.

A 100% course progress percentage does not indicate a successful completion of the course. It indicates that the student has watched all the lecture videos and completed all the assessment tasks associated with the course. A successful completion of a course

POLICY GUIDELINES FOR COURSE INSTRUCTORS

Course instructors are required to conduct a minimum of 6 live sessions during a particular course instance.

These 6 live sessions including the first course orientation session, which is usually conducted on the Monday of the first week of the course instance. The remaining 5 live sessions are conducted on a weekly basis, usually on a Saturday or a Sunday, to enable students from different backgrounds to be a part of the live sessions.

An additional concluding session can be taken by the instructor at the end of the course (the Saturday after the last day of the course, which is usually a Friday).

The instructor may also schedule additional live sessions at their discretion, in consultation with the learners on a time that is convenient for all. This is especially applicable for technical subjects like language subjects and Research Methodology, which may require additional in-person sessions to aid the learning obtained from lecture videos and other materials.

The timings for the live sessions are to be decided between the course instructors and the students.

The live sessions can be conducted on any platform of the instructor's choice—Google Meet, Zoom, Webex, to name a few. Please note, however, that a typical Global Classroom live session is of 1.5 hours and the free versions of apps like Zoom and Webex limit the session duration for each meeting.

The live sessions are a combination of two components—knowledge-sharing and mentoring.

Knowledge sharing happens through mutual discussion of topics from the past week, clarification of any doubts/questions, updates about the upcoming weeks

and assessments.

These live sessions also function as mentoring sessions as students must be encouraged to safely share issues and challenges that they face in any area of their life and connect the learnings from their course to those issues and challenges, thus deepening their faith. Please note, however, that the instructor is not limited to course learning to address the issues raised by the students and may draw on his/her own experience and other areas of knowledge to do so.