

Regulations On Attendance (Lectures, Labs, Tutorials)

Purpose:

To describe the policy and procedures on Absenteeism (lectures, labs, tutorials) at the International Campus. Policy and procedure for attendance at midterm and final examinations are presented in “[Educational Regulation for International Students](#)”. For specific policies and procedures regarding attendance during clinical education

Policy and Procedure Summary:

1. Regulations Concerning Attendance and Punctuality
 1. **Policy on Attendance and Punctuality**

Full and punctual attendance at all lectures, laboratories, seminars and other scheduled components of the academic program is a requirement unless absence or punctuality is unavoidably caused by illness, compassionate reasons or has received prior permission (i.e. attendance at a professional conference, medical appointment or significant event that cannot be altered).

2. Presence of the student is obligatory in all the sessions related to the courses, internship and training periods. Not being present in every session will be considered as absence.

It is recognized that a student may be unavoidably delayed on occasion (i.e. once or twice), however arriving late is disruptive and will not be tolerated as a regular occurrence.

1. **Procedure**

If ill or due to compassionate reasons, and unable to attend classes, the student is expected to notify the Educational Office. Acceptable notification includes: e-mail or telephone the general office, e-mail the instructors of the class/classes missed or notify in person if known prior.

If an illness or compassionate reasons is such that it is likely to cause many absences the student must consult with his/her Educational Officer. If a student misses more than 10% of a course or an academic module, he/she may be required to provide written documentation justifying the absence. In the event that the student misses more than 20% of a course or an academic module, he/she may be required to discontinue the program.

2. **Article 23)** The absence hours of a student should not exceed 4/17 in theoretical, 2/17 in practical and laboratorial and 1/17 in internship and training sessions. Otherwise, the score for that course or section will be considered as zero.

When instructors observe consistently poor punctuality and lack of attendance that has not been reported or is excessive, they will notify the student of the concern, and refer the concern to the Educational Officer. Students are expected to include this performance issue in their self-evaluation of professional behaviors document and indicate how they will be addressing the concern. The Educational Officer will discuss with the student and a note regarding the discussion will be placed on the student's file.

If pattern of absenteeism persists, normally the Educational Officer will forward a recommendation to the Educational Affairs committee for consideration of action to be taken

Note 2: If the number absences exceed the determined number in Article 23 but the educational council of university's campus considers them excused, that course will be dropped. In this situation following "the minimum 12 units" for each semester will not be obligatory but that very semester will be considered as a whole semester in the educational history of the student.

Article 24) Unexcused absences in examination of each course or section will be considered as zero and excused absences will be a cause for that course or section to be dropped. Determining the genuineness of excused absences in the final examinations will be upon the educational council of the university.

- ❖ According to the 42nd meeting resolution of the University Board on 08/22/1401, any delegation of your course & ward lines, shifts, and ... to other students is considered professional misconduct and the students will be introduced to the disciplinary committee according to the rules. Only justified cases would be acceptable, with the coordination of the relevant departments and the Dean of the faculty.
- ❖ According to Article 24 of Medicine, Article 21 of Dentistry, Article 19 of Pharmacy, and Article 15 of Master and Bachelor educational policies, it is mandatory for students to attend all sessions of each course. Attendance should be taken and faulty should adhere to the university policies in this

regard. If the number of sessions of the student's excused absence (authorized absence) is more than the quorum (4 sessions of excused absence) approved by the relevant faculty, the score for the course will be considered zero. Any unexcused absence will be considered a reason for repeating the study.