



UGHE

ABSENCE AND ATTENDANCE

Policy Number:
AP-CD 03

Policy group:
Academic Misconduct and
Discipline

Effective:
01/11/2024

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PURPOSE

UGHE expects regular class attendance and active participation in all components of the curriculum, including lectures, seminars, and other academic activities across all academic programs. Specific attendance policies are provided in course syllabi.

SCOPE

The policy applies to all students enrolled at UGHE and is related to all academic work including but not limited to classroom teaching, online learning, assignments, field work and site visits, examinations for students on any academic program at UGHE.

PROCEDURE

Attendance

Students are expected to attend all scheduled classes, lectures, practical sessions, clinical placements, and any other academic activities required for their academic program. This includes any sessions delivered online, as well as face-to-face.

Attendance will be monitored by the faculty of each course. Students who attend less than 85% of a course will be considered as not having achieved the module objectives and will not be allowed to sit for the final examination. They will retake the course as per the 'Grading and Graduation Requirements' policy for each academic program.

In case of an absence, students are required to notify their course faculty members ahead of time and provide a valid reason for their absence. Valid reasons include, but are not limited to, illness or medical reason requiring medical leave, cases of serious or debilitating illness or handicap, maternity leave, the death or illness of a close relative or dependent, to attend a conference in which the student is presenting or receiving an award, or to attend an event that is mandated for the student to attend for example Government of Rwanda required activities such as national student meetings, events or conferences or *Itorero ry'Igihugu*.

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Other reasons including a death in the students' family, the wedding of an immediate family member, attendance in a conference or other educational event, or other similar major event will be considered on a case-by-case basis. The decision will be taken by the course director and, if necessary, the Division or Department Chair.

For students who request approval for an absence from the relevant course faculty, and the request is granted, the following applies:

- The student will not get the participation grade available for that class, and they will be marked as absent in attendance records.
- Any in class activities or homework can be completed and graded at a later date, if applicable and at the discretion of the course director and course faculty.
- If there is a deliverable due while they are absent, the student can submit this deliverable while they are away. Students may also request an extension of the deadline with the course faculty. Granting an extension is not guaranteed and is at the discretion of the course director and faculty.
- Any student unable to attend classes or participate in any examination or assessment on a particular day due to illness or medical reasons will be excused with an official medical provider's note verifying they were unfit to attend class. The student will then be given the opportunity to make up any assessments or examinations at a designated time decided by the course faculty.

For students who do not request approval for an absence, the following applies:

- The student will not get the participation grade available for that class, and they will be marked as absent in attendance records.
- If there are any assigned grades during class, for example class activities or homework, the student will receive zero on these and will not have the opportunity to make up these grades at a later date.
- If a student misses an examination, or does not submit a deliverable, due to illness or a medical reason and does not inform course faculty ahead of the examination and does not provide a doctors note, they will receive a grade of zero and will not have the opportunity to do the examination at another time.
- The above will be at the discretion of the course director and Division or Department Chair.

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If a student is more than 5 minutes late to a class, they will receive only a partial grade for participation, and this is at the discretion of course faculty.

Online attendance

At the discretion of the course director and Division or Department Chair, students may be able to attend classes online when they have an approved absence and are unable to attend face-to-face. This should be discussed on a case-by-case basis and the course faculty will determine if the student can be accommodated online.

If a student has a planned absence and can attend online, they will receive a participation grade and will not be marked absent in class records. At the discretion of the course director, if any in-class assessments or graded activities can be completed online, the student will participate in these. If they cannot, the student can make up these graded activities later, at the course director's discretion.

For any practical activities, such as laboratory or simulation sessions or field visits, and examinations, students must attend in person. There will be no provision made for students who have a planned absence to attend practical classes or examinations online.

Clinical rotation attendance

As above, students are expected to attend all clinical placements. For specific procedures, please refer to the *Clinical Years Interruptions of Student Attendance, Absences and Leaves: Policy and Procedure*.

Late Work

Turning in work late disrupts the learning process. Therefore, students are expected to complete and submit coursework by the deadlines outlined on the course syllabi. In general, possible marks to be obtained from the assignments will be deducted by 10% per day delayed for a maximum of four days, although specific penalties are up to the discretion of the individual course faculty.



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If a student receives approval from relevant course faculty to have a deadline extended, the above penalties do not apply.

Valid reasons for requesting a deadline extension include illness or medical reason requiring medical leave, cases of serious or debilitating illness or handicap, maternity leave, or the death or illness of a close relative or dependent.

RESPONSIBILITY

Course Directors are responsible for providing specific attendance and late work requirements in the course syllabi.

A course's designated teaching assistant or coordinator is responsible for keeping attendance records during class and availing them to students upon request.

UGHE students are responsible for upholding the attendance and tardiness policy.

The Registrar Office will maintain records of attendance and communicate with faculty members to identify and address concerning trends.

MATERIALS/DOCUMENTATIONS

Specific attendance and late work policies are provided in course syllabi.

REVISION/REPLACING

This policy shall be subject to review in **five** years (01/11/2029).

EFFECTIVE DATE OF THE IMPLEMENTATION OF THE POLICY

This policy shall come into effect on the date of its approval by the Academic Commission of the University of Global Health Equity.



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Approved by:

Date: 07/11/2024

Abebe Bekele



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