

Universiti Tunku Abdul Rahman

Rule II

ATTENDANCE OF STUDENTS

IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Rule :-

1. Short Title & Commencement

This Rule may be cited as the **Attendance of Students** Rule and shall come into force as from the date of incorporation of the University.

2. Attendance of Students in general

- (1) Attendance of students in a specific place at a specific time as determined by the University is compulsory save in cases where exemption has been granted.
- (2) The provisions of Section 3 hereunder shall apply mutatis mutandis for attendance of students a specific place at a specific time as determined by the University.

3. Lectures & Tutorials

- (1) Attending lectures, tutorials and laboratory sessions at the ascertained times is compulsory for all students.
- (2) Non-attendance is allowed if prior permission has been granted by the Academic Staff tasked with conducting the lecture, tutorial or laboratory session concerned.
- (3) In cases where prior permission could not be sought from the Academic Staff concerned for reasons such as sickness or the occurrence of an emergency, permission shall be sought as soon as may be practicable thereafter.
- (4) Each Academic Staff shall be responsible for taking attendance for the lectures and tutorials which are his to conduct.

3A. Continuous Assessment-Based Course

A student who has less than 80% class attendance for a 100% continuous assessment-based course (for all undergraduate and foundation programmes) would be deemed not to have fulfilled the requirement of attendance and thus, would fail the course concerned.

*Amended on
6 March 2018
and
3 May 2018*

A student who has less than 70% class attendance for a 100% continuous assessment-based course (for all Postgraduate programmes) would be deemed not to have fulfilled the requirement of attendance and thus, would fail the course concerned.

*Amended on
3 May 2018*

4. Examinations

- (1) Student shall be barred from taking the Main Examination if:

*Amended on
4 May 2010*

- (a) The student has less than 80% class attendance for a course in a trimester/semester (for all undergraduate and Foundation programmes) without acceptable reasons or without obtaining the prior approval of the Academic Staff concerned, or
- (b) The student has less than 80% class attendance for all courses taken in a phase of MBBS programme without acceptable reasons or without obtaining the prior approval of the Academic Staff concerned

*Amended on
7 June 2016*

*Amended on
4 May 2010
and
7 June 2016*

- (2) Any student who is barred from taking the Main Examination for a course in a trimester/semester shall be given zero marks for the course concerned. For MBBS programme, any student who is barred from taking the Main Examination of a phase of MBBS programme shall be given zero marks for all the courses concerned in that phase.
- (3) A barred candidate shall not be considered for deferment of study except under extenuating circumstances approved by the University on a case to case basis.

*Amended on
4 May 2010
and
7 June 2016*

5. Absence without consent

- (1) Absence without consent refers to the absence of a student without having obtained the permission of the Academic Staff assigned with the responsibility for the attendance of that student, which permission is not sought after either prior to or after which absence.
- (2) Without prejudice and in addition to Section 4 above, absence without consent shall result in the following consequences to the absent student :-
- (a) For absence from lectures, tutorials and laboratory sessions, the record of absence shall be kept by the Academic Staff concerned and used as a guide in deciding whether or not to grant to the student a pass in borderline pass/fail cases in an examination; and
- (b) For other forms of absence where the penalties thereof are made known earlier to the student, the imposition of such penalties.