Student Attendance Policy for H3 Programmes Offered by MOE Partners

Attendance

1. All lectures, tutorials and laboratory sessions are compulsory. Students are expected to be present for all lessons unless they have a valid reason and have been granted leave of absence by the University.

Leave of absence

2. Leave of absence may be granted for the following reasons:

   i. Medical and compassionate reasons
   For absence due to medical reasons, students are to submit a medical certificate (MC) valid for the day(s) of absence within two days from the **first** day of absence. Students are to inform lecturers in advance if the absence is known in advance. For compassionate leave such as bereavement of immediate family members, students should provide a parent's letter accompanied with an e-copy of the relevant certificate.
   - NTU: students are to email TalentOutreach@ntu.edu.sg and must attach a clear image of the relevant documentation.
   - NUS: students are to email jiayiljy@nus.edu.sg and submit the relevant documentation to their lecturers/tutors.
   - SMU: students are to submit the relevant documentation to their lecturers/tutors

   ii. Participation in competitions
   For absence due to competitions, students should provide an official letter from their schools. Students are to inform lecturers in advance if they have to miss lectures, tutorials or lab sessions due to competitions. Students should check with their lecturers/tutors if a make-up session is available.
   - NTU: the school's H3 coordinator should obtain approval from the Talent Outreach Section (TalentOutreach@ntu.edu.sg) with an official letter of excuse at least 3 working days before the period of absence
   - NUS: students are to email jiayiljy@nus.edu.sg and submit the official letter of excuse to their lecturers/tutors
   - SMU: students are to submit the official letter of excuse to their lecturers/tutors

3. CCA practices, school events, supplementary and remedial lessons are **not** valid reasons to request for leave of absence.

4. In the event that a student is absent without valid reasons on three occasions, lecturers are to inform the respective university H3 coordinators.

    - NTU: Mr Yong Haur Shen / Ms Tang Siew Choo
    - NUS: Ms Ler Jia Yi
    - SMU: Ms Jady Koh

5. The university H3 coordinators will inform the Curriculum Policy Office, which will follow up with the respective JC H3 coordinator to address this as a disciplinary issue.