



ATTENDANCE POLICY AT MD PROGRAM, COLLEGE OF HEALTH SCIENCES, VINUNIVERSITY

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Records of changes

Version	Published Date	Effective Date	Approved by	Description of changes
1	14/3/2024	14/3/2024	Developed by: Assessment Policy Committee – MD Program Reviewed by: Program Director - MD Program Approved by: Dean of College of Health Sciences & Medical Program Committee	New policy
2	15/9/2025	15/9/2025	Developed by: Assessment Policy Committee – MD Program Reviewed by: Program Director - MD Program Approved by: Dean of College of Health Sciences & Medical Program Committee	Revision

1. Purpose and principles

- 1.1. The Attendance Policy at Medical Doctor (MD) Program, College of Health Sciences (CHS), VinUniversity, is integral to our mission of ensuring academic excellence and supporting student success. This policy applies universally to all Year 1, 2 and 3 students enrolled in our MD program, aligning with the college's commitment to maintaining high standards of academic excellence.
- 1.2. This policy is designed with a supportive approach, aiming to facilitate students' academic progress, the attainment of professionalism, and the achievement of learning outcomes. By recording, monitoring, and reviewing attendance, we establish a crucial mechanism for identifying students who may be facing challenges in their academic or personal lives.
- 1.3. Early identification through our attendance monitoring system enables timely intervention, allowing us to offer appropriate academic support to students in need. Through this proactive approach, we aim to create an inclusive and supportive environment where every student can thrive academically and professionally.
- 1.4. The attendance rate refers to the percentage of scheduled didactic and non-didactic teaching and learning sessions that a student attends or participates in within a given time frame. The attendance rate (AR) can be calculated using the following formula:

$$\text{Attendance rate (AR)} = \frac{\text{Number of teaching and learning sessions attended}}{\text{Total number of scheduled teaching and learning sessions}} \times 100\%$$

2. Scope

This policy serves as a guiding framework for the MD program in implementing, monitoring and reviewing student attendance in Years 1, 2, and 3.

3. Policy/Procedural Statements

3.1. For didactic sessions:

Attendance at didactic sessions is not mandatory, except when explicitly required by the Course Director and formally endorsed by the Medical Program Committee (MPC). Such endorsement must be obtained prior to the start of the course and communicated to students before the course commences.

3.2. For non-didactic sessions:

3.2.1 Attendance is mandatory for all non-didactic teaching and learning sessions, with a requirement of 100% attendance.

These non-didactic sessions include:

- Workshops
- Small Groups
- Laboratory work
- Clinical Placements
- Other sessions defined by the Program Director

3.2.2 Students are allowed a maximum of 20% excused absences. If a student miss any of the non-didactic sessions with an approved excused absence (as outlined in Appendix 1), the student will be required to complete an equitable assignment as determined by the course coordinator/instructor.

3.2.3 Students must provide all relevant information and supporting documentation to the teaching team within three days following their application for an excused absence.

3.2.4 Any absences exceeding 20% allowance of excused absences will necessitate a special consideration for approval by the Board of Examiners (BOE).

3.3.Registering and recording attendance.

3.3.1 The MD program will establish the attendance recording method and ensure that it enables the routine tracking of students' attendance, facilitating early identification of those in need of additional support.

3.3.2 Students will be able to register their attendance both electronically and manually at any point during the scheduled session as directed by the teaching team. However, attendance registration will not be permitted after the session has concluded.

3.4.Appeal Policy

3.4.1 In the appeal process regarding attendance recording, students have the right to submit a formal request for review to the BOE. This request should outline the grounds for appeal, such as discrepancies in attendance records.

3.4.2 The BOE will thoroughly review the appeal, considering all relevant information provided by the student and any supporting documentation. Following the review, the BOE will render a

decision, which will be communicated to the student in a timely manner. The decision reached by the BOE will be final and binding.

4. Roles and Responsibilities

- 4.1. It is the responsibility of students to attend the sessions scheduled for them and to register their attendance according to the designated method.
- 4.2. Teaching Assistants (TAs) will oversee student attendance and promptly report any concerns to the course instructors on a weekly basis.
- 4.3. The course instructor will engage in discussions with students who have been flagged with concerns regarding attendance, aiming to address their issues and provide necessary support or guidance.
- 4.4. BOE's responsibilities revolve around ensuring the integrity of the attendance policy, providing a mechanism for review and appeal in cases of dispute or special circumstances, and making final decisions on matters related to excused absences and attendance appeals.

5. Related documents and forms

Absence form – MD Program

6. Appendices

Excused absences

ABBREVIATION AND DEFINITION

Term	Definition
Attendance rate	The percentage of scheduled learning sessions that a student attends or participates in within a given time frame
BOE	Board of Examiners - Refer to Governance Structure and Management of Medical Doctor Program
CHS	College of Health Sciences
Final Assessment	The main examination that takes place at the end of the course
MD Program	Medical Doctor Program
TA	Teaching Assistant

RELATED DOCUMENTS AND FORMS

ABSENCE FORM MD PROGRAM

Please review the VinUniversity MD Program Attendance Policy before submitting.

Today's Date: _____

Student Name: _____

Email: _____

Year of study: _____

Date of Absence: _____

Expected Date of Return: _____

Which course/clerkship are you requesting time off? _____

Please explain the reason for your absence in more detail:

*****PLEASE NOTE: This form should be submitted by the day of absence. Students must provide all relevant information and supporting documentation to the teaching team within three days following their application for an excused absence.**

Include your signature below:

I understand this is a legal representation of my signature.

APPENDIX 1

Excused Absences

Mitigating or Exceptional Circumstances

Mitigating or Exceptional circumstances are defined as conditions or unforeseen events that significantly impair a student's capacity to perform academically to their usual standards. This appendix outlines the recognised circumstances under which students may seek adjustments to academic requirements or assessments.

Recognised Mitigating or Exceptional Circumstances

The following conditions are recognized as mitigating or exceptional circumstances under this policy:

1. **Health Conditions:** Serious illness or injury, including acute or chronic physical or mental health issues, that adversely affect a student's academic performance.
2. **Bereavement:** The loss of a close family member or significant other, impacting the student's emotional and psychological well-being.
3. **Criminal Victimization:** Experiences of assault, theft, or other crimes leading to significant emotional distress or physical harm.
4. **Family Emergencies:** Critical situations requiring the student's immediate attention, such as a family member's severe illness or accident.
5. **Financial Hardship:** Sudden or extreme financial difficulties that significantly hinder a student's ability to concentrate on their studies.
6. **Civic Duties:** Obligations such as legal proceedings that directly conflict with academic commitments.
7. **Natural Disasters:** Events like earthquakes, floods, or fires that directly affect the student or their immediate family.
8. **Disability or Learning Difficulties:** The onset or worsening of a disability or specific learning difficulty not previously accommodated within the student's educational plan.
9. **Military Service:** Unanticipated activation for military service or training obligations for reservists conflicting with academic duties.
10. **Major Event Participation:** Engagement in significant national or international competitions, cultural events, or activities at an elite level requiring extensive commitment.
11. **Observance of faith-based holidays** in part or in full, where student attendance in class would be in direct conflict with participation in said religious event(s).

What are not considered mitigating circumstances?

Transport issues.

Holidays

Misreading the timetable

Paid employment or voluntary work

IT and/or computer failure

Foreseeable/preventable circumstances

Scheduling of assessments/deadlines

Consideration and Adjustments

Upon receipt of a mitigating or exceptional circumstances application, the BOE will review the submission to determine appropriate accommodations or adjustments. These may include, but are not limited to, extensions for coursework deadlines, alternative assignment/assessment/examination arrangements, or consideration in grading.

Confidentiality and Support

All applications and documentation related to mitigating or exceptional circumstances will be treated with strict confidentiality. Students are encouraged to seek support from university counselling services or academic advisors in navigating the process of reporting and managing mitigating or exceptional circumstances.

This policy aims to ensure fairness and equity in the academic assessment process while recognizing the diverse challenges students may face during their studies.