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STUDENT ATTENDANCE & EXCUSED ABSENCE POLICY

Issued on:

Prof. Ahmed bin Khalfan Al Rawahi
Chancellor of the University

STUDENT ATTENDANCE & EXCUSED ABSENCE POLICY

Proposed by: Deans' Committee

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Approved by the University Academic Council on 21st April 2013

Policy No.: UoN/AA-1/Feb. 2013

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I. INTRODUCTION

The University is keen to instill in students the values of discipline and smart management of time that play such a crucial role in students' success. A great emphasis is thus placed on class attendance, and appropriate measures to minimize student absence from classes are sought. At the same time and without compromising academic standards, the University would like to maintain an environment marked by compassion and understanding for circumstances that are beyond the student's control. With these considerations in mind, the University proceeded to review the regulations that govern student attendance and excused absence from classes.

II. OBJECTIVE

The Policy aims to achieve the following goals:

- By the time the student graduates, he/she has developed a professional attitude
- On taking the final exam, the student has been given a good chance to pass.

III. PURPOSE

The Policy ensures that:

1. Information and guidelines have been provided to students, faculty, and management on factors to consider when dealing with students' attendance and absence.
2. What constitutes excused absence from curricular activities has been clearly defined.
3. Implementation of the policy by all concerned entities across all units shall be consistent.

IV. SCOPE

The Policy applies to all students.

V. DEFINITIONS

Attendance. The act of attending classes or being present in class.

Excused Absence. A privilege granted to any student to compensate for any academic deficiency during the time he/she was absent in class.

Unexcused Absence. An absence which is not considered valid and acceptable.

Aunt/Uncle. The direct brother or sister of one's father or mother.

First-Degree Cousin. A relative (a son or/and daughter) by blood in one's aunt or uncle.

VI. RELATED UoN POLICIES AND DOCUMENTS

This policy should be read along with:

1. Quality Teaching Management System (QTMS)
2. University of Nizwa Disciplinary Rules and Regulations
3. UoN Academic Regulations

VII. POLICY STATEMENTS

1. Students must attend all sessions of classes, laboratories and all related activities for all of their registered courses.
2. The course instructor shall keep a record of the attendance of students and issue necessary warnings.
3. Absence warnings and barring from the final exam shall be issued as follows:
 - 3.1 Absence Warning 1: for unexcused absence of 5% of course's contact hours
 - 3.2 Absence Warning 2: for unexcused absence of 10% of course's contact hours
 - 3.3 Drop one Grade and Absence Warning 3: for unexcused absence of 15% of course's contact hours
 - 3.4 Barred from the final exam: for unexcused absence of 25% of course's contact hours
4. Late attendance of students must not be tolerated. Within the first ten minutes of class and in case of an emergency, the instructor shall admit the student to the class. However, the student shall be considered absent in this case.

5. Excused Absence requiring supporting documentation is classified as follows:
- (i). Social Reasons
 - a. Death of Family Members. In case of the death of the father, mother, sister, brother, spouse, daughter, son, grandparent, uncle, aunt and first-degree cousin, the student shall be granted excuse for a maximum of three (3) days.
 - b. Official Government Attendance. A student who receives an official court summons invitation or any government order to appear shall be granted one day excused absence.
 - c. Accident/Injury. A student injured in an accident or any other serious accidents such as fire, and the like shall be excused from his/her classes. The number of days of excused absence shall depend on the doctor's advice.
 - (ii). Participation in University Activities. A student shall be excused from his/her classes if his/her participation in a university sponsored event is required, such as, participation in the *Cultural Season, National Day Activities, Conference, Seminar and Workshop Attendance, Sports Events, Site Visits and the like*. He/She shall only be excused during the day he/she participated in the event.
 - (iii). Health Reasons. A student who is unable to attend his/her classes due to illness shall be excused from their classes. The number of days of excused absence will depend on the doctor's advice.
 - (iv). Other Reasons. A student's unavoidable compelling absence for reasons other than those stated above will be verified accordingly.
6. A student applying for excused absence must present original authentic document(s) to substantiate his/her application.
 7. Supporting documents may include (but are not limited to) death certificate of family member (specified in item 5), official government attendance proof, medical certificate/report, sick leave etc.
 8. A sick leave must be certified by a health care institution and endorsed by a government health care institution. It should clearly state the nature of the illness and the period the student needs to recuperate.
 9. Any falsification of documents will be dealt with in accordance with the University disciplinary rules and regulations.

10. A student who participates in University activities shall provide an official letter, before the event, from the Assistant to the Chancellor for Student Affairs office to the Assistant Dean for Academic Affairs.
11. A student's application for excused absence must be submitted to the appropriate office within a maximum period of 3 days from the event of absence. Any application received beyond 3 days will not be accepted.
12. A student may appeal if his/her request for excused absence is not granted.
13. A student is entitled to get a written reply within a maximum of five working days of her/his request for excused absence (or appeal), stating the reasons behind not approving his application (or appeal).
14. A student is entitled to sit for a make-up exam or special classes (if necessary) upon being granted an excused absence within the framework provided in "item 15".
15. The following shall apply to a student who is granted excused absence and had missed the final or an in-semester exam.

15.1 If a student misses the final exam, then he/she must sit for a substitute exam.

15.2 If a student misses one in-semester exam (other than practical); the weight of the exam shall be redistributed to all the other assessments.

Example: If in-semester-1 has been allocated 20 marks, in-semester-2 20 marks, minor assessment (Quizzes, assignments etc.) 20 marks and final exam 40 marks, (total 100) and a student misses in-semester exam -1, and got 15 (out of 20) marks in in-semester exam-2, 31 (out of 40) marks in the final exam, and 18 (out of 20) in the minor assessment, then:

$$\text{Total mark out of 80 in attended assessments} = 15 + 18 + 31 = 64$$

$$\text{The ratio} = 64/80 = 8/10 = 0.8$$

Therefore, the student's total marks $0.8 \times 100 = 80$ (out of 100).

- 15.3 If a student misses more than one in-semester exam, he/she will be allowed to sit for one exam.
- 15.4 If a student misses a lab (or practical) session or presentation, he/she will have to substitute the missing activity.
- 15.5 If a student misses a minor assessment, the mark will not be counted in the calculation of the average of that minor assessment. (For example, if the course had three (3) quizzes totaling 15 % and a student missed one quiz, then the remaining two would be counted as 15% total)

16. If a student's unexcused absence is below 25% but his/her total absence reaches 25% or more of the contact hours of the course, he/she shall be required to withdraw from the course with a "W" grade.
17. R & R shall annually submit to the Vice Chancellor for Academic Affairs, statistics on students' absence.
18. Assistant Deans for Academic Affairs/Assistant Director FI shall follow up abused excused absence, and issue warnings accordingly.

VIII. PROCEDURE

General Procedure Guidelines:

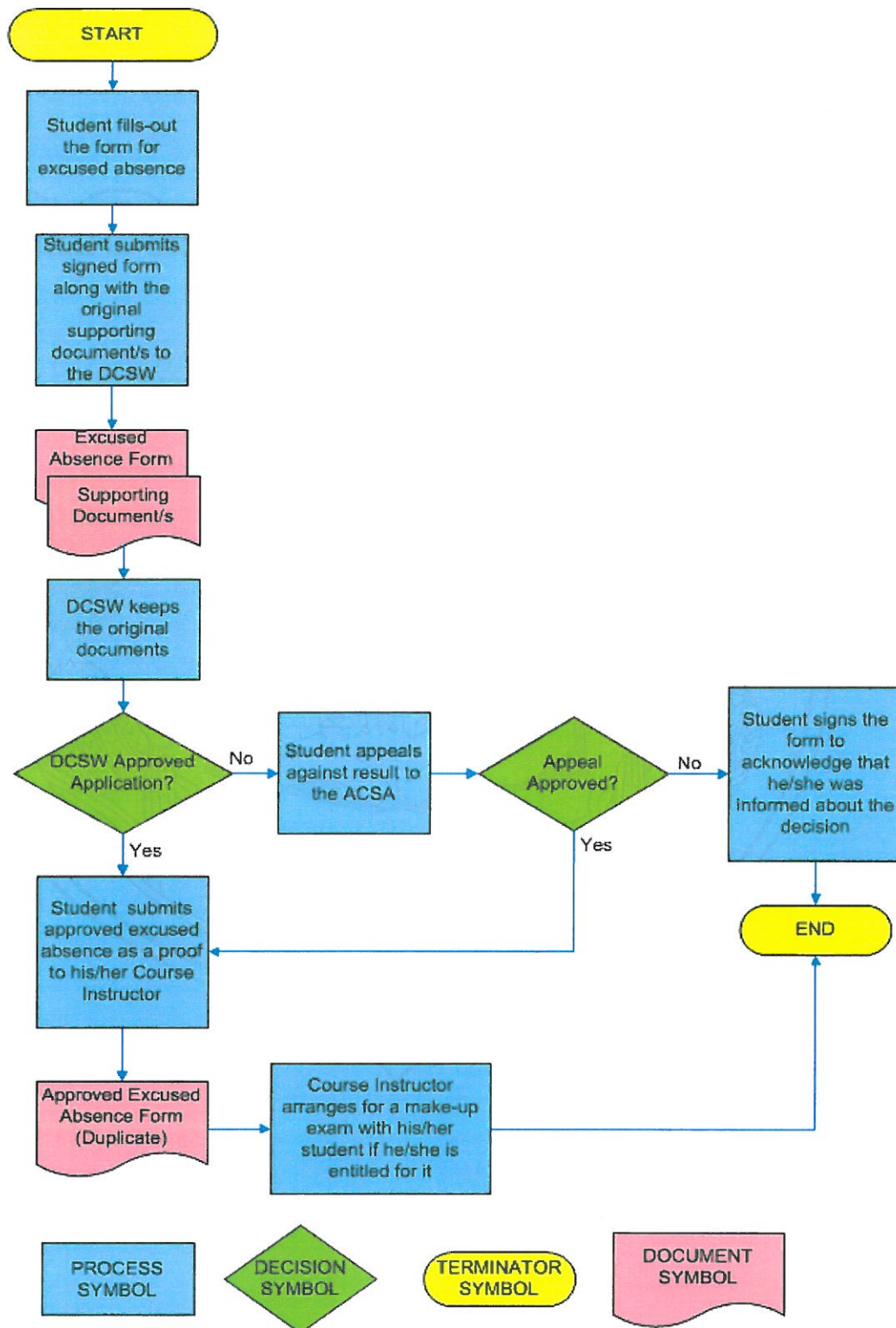
1. After each absence warning:

The instructor shall get the student's signature on the Absence Warning Form.

The student must meet the academic advisor to renew his academic status and discuss any problem or concerns he/she may have during the semester.

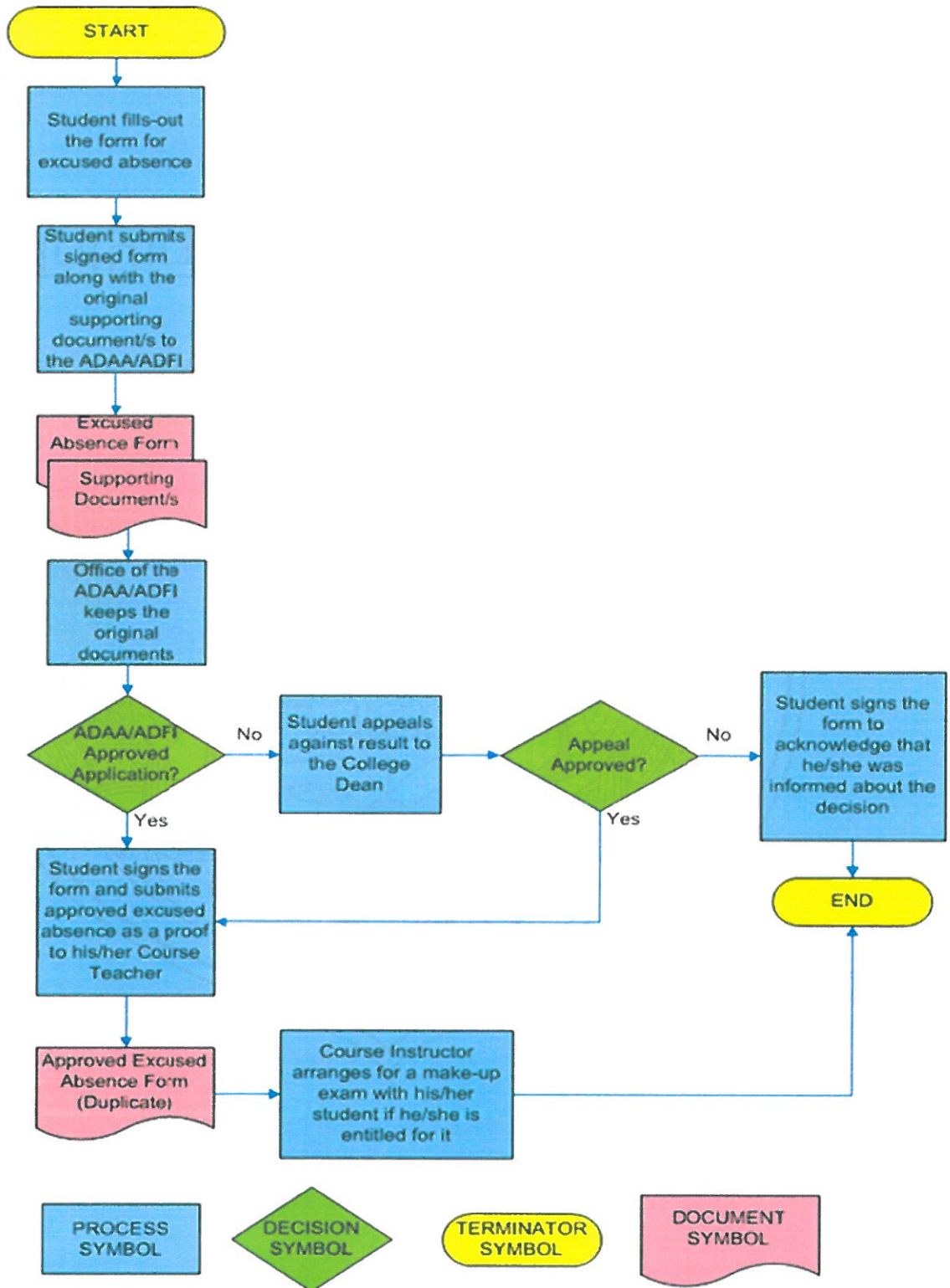
2. A student's application for excused absence shall be addressed to: the Assistant Dean for Academic Affairs Office/Assistant Director FI if the excuse is medical and to the Director of the Center for Social Welfare Office otherwise.
3. A student whose application for excused absence is not approved, may appeal to the Dean's office if his/her absence was due to medical reasons, otherwise, he/she may appeal to the Assistant to the Chancellor for Student Affairs.

A. Absence for Non-Medical Reasons



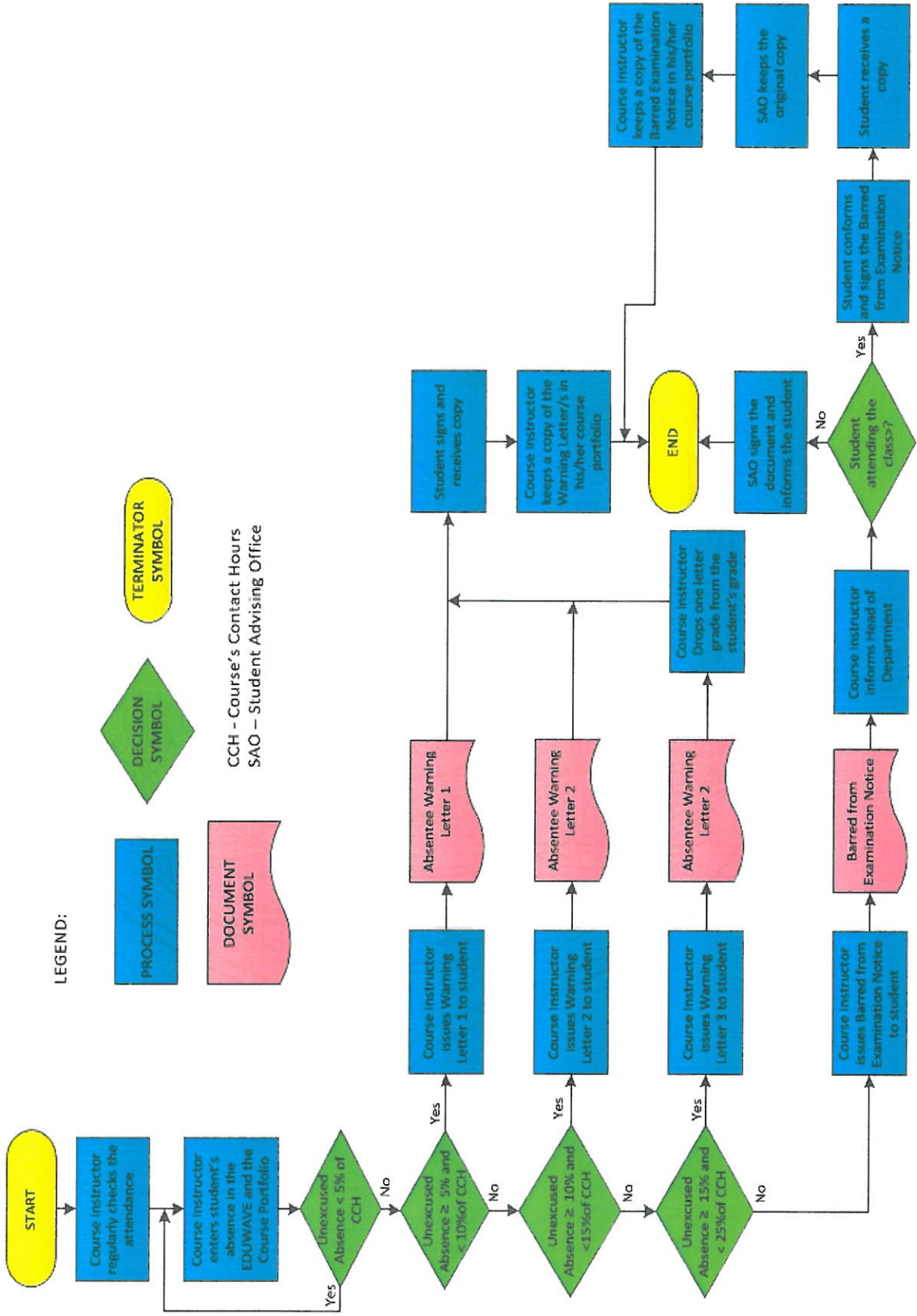
ACSA – Assistant to the Chancellor for Student Affairs
 DCSW – Director of the Center for Student Welfare

B. Absence for Medical Reasons



ADAA – Assistant Dean for Academic Affairs
ADFI – Assistant Director for Foundation Institute

C. Attendance Reporting



IX. ROLES AND RESPONSIBILITIES

1. The Course Instructor shall:
 - 1.1 Regularly check the attendance of his/her students and enter such in the Eduwave.
 - 1.2 Include Policy Statement 2 in the Teaching and Assessment Plan of the course.
 - 1.3 Apply Policy Statement 2 as appropriate.
 - 1.4 Keep a record of students' attendance in the course portfolio (refer to QTMS) and Eduwave.
 - 1.5 Issue absentee warning using the Absence Warning Form.
 - 1.6 Take necessary action on excused absence as per this policy.

2. The Student shall:
 - 2.1 Be responsible for attending his/her classes.
 - 2.2 Sign the absence warning letters.
 - 2.3 Fill the Excused Absence Form and provide all the required documents. .
 - 2.4 Present the approval excused Absence Form to the instructors.

3. The Director of the Center for Student Welfare is responsible for approving non-medical excused absence.

4. The Assistant to the Chancellor for Student Affairs (ACSA) is responsible for approving students' appeals for non-medical excused absence.

5. The Assistant Dean for Academic Affairs of the student's College/Assistant Director FI is responsible for approving the student health excused absence.

6. The Dean of the student's College / Director FI is responsible for approving students' appeals for medical excused absence.

7. The Head of Department/Section is responsible for overseeing the course instructor implementation of the policy.

8. Registration and Records (R & R) is responsible for:
 - Ensuring the inclusion of the policy in the Student Guide and explanation of the policy to new students in the orientation week.
 - Annually submitting statistics on student absence to the Vice Chancellor for Academic Affairs.

X. HISTORICAL RECORDS

1. Office of Origin. This policy was developed by the Deans' Committee (date).
2. Review for Form/Content. It was reviewed by the Deanship for Academic Excellence and Quality Management on _____ (date).
3. It was reviewed and approved by the University Executive Board on _____ (date)

X. RESOURCES AND REFERENCES

In developing the Student Attendance and Excused Absence Policy, the following universities and sources were used as references:

NO	TITLE	INSTITUTION/ WEBSITE	LINK
1	Attendance and Absence Policy and Procedure	Sultan Qaboos University	http://www.squ.edu.om/
2	Policy and Procedure	Swinburne University of Technology	http://www.swinburne.edu.my/ Accessed 15 November 2012
3	Attendance	Texas A & M University	http://student-rules.tamu.edu/rule07 Accessed 28 November 2012

APPENDIX A. STUDENT GUIDE

POLICY ON ATTENDANCE AND EXCUSED ABSENCE

I. INTRODUCTION

The University is keen to instill in students the values of discipline and smart management of time that play such a crucial role in students' success. A great emphasis is thus placed on class attendance, and appropriate measures to minimize student absence from classes are sought. At the same time and without compromising academic standards, the University would like to maintain an environment marked by compassion and understanding for circumstances that are beyond the student's control. With these considerations in mind, the University proceeded to review its regulations to govern student attendance, and excused absence from classes.

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 - 3.1 Absence Warning 1: for unexcused absence of 5% of course's contact hours
 - 3.2 Absence Warning 2: for unexcused absence of 10% of course's contact hours
 - 3.3 Drop one Grade and Absence Warning 3: for unexcused absence of 15% of course's contact hours

دليل الطالب

لائحة الحضور والغياب بغير مقبول

I. مقدمة:

إن الجامعة حرصت على أن تدرس في طلابها قيم الانضباط و الإدارة الذكية للوقت والتي تؤدي دوراً حاسماً في نجاح الطالب، كما أنها تولي اهتماماً كبيراً لحضور الطالب للمحاضرات والساعات العملية، من خلال وضع الضوابط التي تحد من غيابه إلى الحد الأدنى. في ذات الوقت، ومن دون المساس بالمستويات العلمية، فإن الجامعة تسعى جاهداً لقيام بيئة تعليمية تتميز بالتحاطف والتفهم للظروف القاهرة التي تحول دون حضور الطالب لفاعة التدريس. وفي ظل جميع هذه الاعتبارات، مضت الجامعة فُهماً لمراجعة اللوائح التي تنطبق بحضور الطلاب وغيابهم بغير عن فاعات التدريس.

II. نصوص اللائحة:

1. يجب على جميع الطلاب حضور جميع المحاضرات، والمختبرات، وكل الأنشطة ذات الصلة، وذلك لكافة المسافات المسجلين فيها.
2. على مدرس المساق الاحتفاظ بسجل حضور الطلاب وإصدار الإشارات في حينها.
3. يصدر مدرس المساق إشارات للطلاب على النحو الآتي:

- أ. "الإشارة الأول للغياب": للغياب بدون عذر عن 5% من ساعات الاتصال للمساق.
- ب. "الإشارة الثاني للغياب": للغياب بدون عذر عن 10% من ساعات الاتصال للمساق.
- ج. "خفض تقدير الطالب إلى التقدير الأول منه مباشرة" و "الإشارة الثالث للغياب": للغياب بدون عذر عن 15% من ساعات الاتصال للمساق.

3.4 Barred from the final exam: for unexcused absence of 25% of course's contact hours

4. Late attendance of students must **not** be tolerated. Within the first ten minutes of class and in case of an emergency, the instructor shall admit the student to the class. However, the student shall be considered absent in this case.

5. Excused Absence requiring supporting documentation is classified as follows:

(i) Social Reasons

a. Death of Family Members. In case of the death of the father, mother, sister, brother, spouse, daughter, son, grandparent, uncle, aunt and first-degree cousin, the student shall be granted excuse for a maximum of three (3) days.

b. Official Government Attendance . A student who receives an official court summons invitation or any government order to appear shall be granted one day excused absence

c. Accident/Injury. A student **who is** injured in an accident or **has** any other serious accidents such as fire, and the like shall be excused from his/her classes. The number of days of excused absence shall depend on the doctor's advice.

د. "الحرمان من الجلوس لامتحان النهائي" : للغياب بدون عذر عن 25% من ساعات الاتصال للمساءق.

4. لن يقبل من الطالب التأخر عن موعد بداية المحاضرة. إذا وصل الطالب لفاعة التدريس خلال العشرة دقائق الأولى نتيجة لحدوث ظرف طارئ، يسمح له مدرس المساق عندئذ بالدخول، غير أن الطالب يحظر غالباً في هذه الحالة.

5. يتم تصنيف الغياب يحظر، وفقاً لمطلبات التوثيق، على النحو الآتي:

(أ). الأسباب الاجتماعية

(أ) وفاة بعض أفراد الأسرة، في حالة وفاة الأب، أو الأم، أو الأخت، أو الزوج، أو البنت، أو الابن، أو الجد، أو العم، أو العممة، أو ابن العم، أو بنت العممة من درجة القرابة الأولى. سوف يمنح الطالب غياباً يحظر لمدة أقصاها 3 أيام.

(ب). طلب الحضور الرسمي من جهات بالدولة: في حالة استدعاء الطالب رسمياً من المحكمة أو تلقيه أمراً حكومياً بالموال فإنه يمنح غياباً يحظر ليوم واحد.

(ج) حادث/إصابة: إذا جرح الطالب في حادث أو تضرر لحادث جسم كالحرثق وما شابهه فسوف يمنح غياباً يحظر، ويتوقف عدد أيام الغياب المسموح لها على الإجازة المرضية التي يقرر بها الطبيب.

(ii). Participation in University Activities. A student shall be excused from his/her classes if his/her participation in a university sponsored event is required, such as, participation in the Cultural Season, National Day Activities, Conference, Seminar and Workshop Attendance, Sports Events, Site Visits and the like. He/She shall only be excused during the day he/she participated in the event.

(iii). Health Reasons. A student who is unable to attend his/her classes due to illness shall be excused from their classes. The number of days of excused absence will depend on the doctor's advice

(iv) Other Reasons. A student's unavoidable compelling absence for reasons other than those stated above will be verified accordingly.

6. A student applying for excused absence must present original authentic document (s) to substantiate his/her application.

7. Supporting documents may include (but are not limited to) death certificate of family member (specified in item 5), official government attendance proof, medical certificate/report, sick leave etc.

8. A sick leave must be certified by a health care institution and endorsed by a government health care institution. It should clearly state the nature of the illness and the period the student needs to recuperate.

9. Any falsification of documents will be dealt with in accordance with the University disciplinary rules and regulations.

(ii) المشاركة في الأنشطة الجامعية، سوف يمنح الطالب غياباً بجزء ليوم واحد (اليوم الذي شارك فيه فقط) إذا كان مطلوباً منه المشاركة في نشاط تنظمه الجامعة، كالمشاركة في الموسم الثقافي، وأنشطة اليوم الوطني، والمؤتمرات، وحفلات البحث، وحضور ورش العمل، والأنشطة الرياضية، و الزيارات الميدانية.

(iii) أسباب صحية. إذا حضر على الطالب الحضور نتيجة للمرض، فسوف يمنح غياباً بجزء، ويعتمد عدد الأيام الممنوحة في هذه الحالة على الإجازة المرضية التي يوصي بها الطبيب.

(iv) أسباب أخرى. غياب الطالب الفهري الذي يستجبل لحظبه لأسباب غير المذكورة أعلاه سوف يتم التثبت منه على هذا الأساس.

6. على الطالب الذي يتقدم بطلب للإعفاء بجزء أن يقدم وثائق أصلية مؤنفة تؤيد طلبه.

7. تشمل الوثائق المطلوبة ما يأتي (ولا تقتصر عليه): شهادة الوفاة للمتوفى (كما هو محدد في المادة 5)، إثبات الحضور في حالة استدعاء رسمي، الشهادة الطبية التفريغ الطبي، الإجازة المرضية، إلخ.

8. يجب أن تصدر الإجازة المرضية بشهادة مستشفى طبي، وأن تعتمد من قبل وزارة الصحة. ولا بد من النص على طبيعة المرض و الفترة التي يحتاج إليها الطالب للعلاج.

9. سوف تتعامل الجامعة مع أي تزوير في المستندات وفقاً لنوعه وأوائح التأديب في الجامعة.

10. A student who participates in University activities shall provide an official letter, before the event, from the Assistant to the Chancellor for Student Affairs office to the Assistant Dean for Academic Affairs/Assistant Director FI.

11. A student's application for excused absence must be submitted to the appropriate office within a maximum period of 3 days from the event of absence. Any application received beyond 3 days will not be accepted.

12. A student may appeal if his/her request for excused absence is not granted.

13. A student is entitled to get a written reply within a maximum of five days of her/his request for excused absence (or appeal), stating the reasons behind not approving his application (or appeal) by a government health care institution. It should clearly state the nature of the illness and the period the student needs to recuperate.

14. A student is entitled to sit for a make-up exam or special classes (if necessary) upon being granted an excused absence within the framework provided in "item 15".

15. The following shall apply to a student who is granted excused absence and had missed the final or in-semester exam or a quiz/minor exam.

15.1 If a student misses the final exam, then he/she must sit for a substitute exam

15.2 If a student misses one in-semester exam (other than practical); the weight of the exam shall be redistributed to all the other assessments .

10. على الطالب المشارك في أحد الأنشطة الجامعية إحضار خطاب رسمي قبل قيام الفعالية، من مكتب مساعد الرئيس لشؤون الطلاب إلى مكتب مساعد العميد للشؤون الأكاديمية / مساعد مدير معهد التأسيس.

11. يجب على الطالب تسليم طلب الغياب بعذر للمكتب المختص في غضون 3 أيام من حادثة الغياب، ولن يقبل أي طلب يصل بعد ذلك.

12. للطالب أن يستأنف قرار رفض طلب الغياب بعذر.

13. للطالب الحق في تلقي رد تحريري خلال فترة لا تزيد عن خمسة أيام عمل من تاريخ تقديم طلبه للغياب بعذر (أو الاستئناف)، ويتضمن أسباب عدم قبول طلبه (استئنافه).

14. يحق للطالب الجلوس لامتحان بديل أو حضور دروس خاصة (إذا لزم الأمر) في حالة منحه غياباً بعذر، وذلك وفقاً للبند 15 أدناه.

15. سوف يطبق الآتي على الطالب الذي يتغيب بعذر مقبول عن الامتحان النهائي أو امتحان منتصف:

15.1. إذا تغيب الطالب عن الامتحان النهائي، فيجب أن يجلس لامتحان بديل.

15.2. إذا تغيب الطالب عن امتحان منتصف واحد (امتحان غير عملي)، عندئذ يتم توزيع وزن الامتحان على جميع مكونات التقييم الأخرى.

Example: If in-semester-1 has been allocated 20 marks, in-semester-2 20 marks, minor assessment (Quizzes, assignments etc.) 20 marks and final exam 40 marks, (total 100) and a student misses in-semester exam -1, and got 15 (out of 20) marks in in-semester exam-2, 31 (out of 40) marks in the final exam, and 18 (out of 20) in the minor assessment, then:

Total mark out of 80 in attended assessments

$$= 15 + 18 + 31 = 64$$

$$\text{The ratio} = 64/80 = 8/10 = 0.8$$

Therefore, the student's total marks $0.8 \times 100 = 80$ (out of 100)

15.3 If a student misses more than one in-semester exam, he/she will be allowed to sit for one exam.

15.4 If a student misses a lab (or practical) session or presentation, he/she will have to substitute for the missing activity.

15.5 If a student missed a minor assessment, the mark will not be counted in the calculation of the average of that minor assessment. (For example, if the course had three (3) quizzes totaling 15% and a student missed one quiz, then the remaining two would be counted as 15% total).

16. If a student's unexcused absence is below 25% but his/her total absence reaches 25% or more of the contact hours of the course, he/she shall be required to withdraw from the course with a "W" grade.

مثال: إذا تم تخصيص 20 درجة لامتحان المنتصف الأول، و 20 درجة لامتحان المنتصف الثاني، و 20 درجة للتقييمات الفرعية (اختبارات قصيرة، تكليفات، الخ) و 40 درجة لامتحان النهائي، وتغيب الطالب بغير مقبول عن امتحان المنتصف الأول، وحصل على 15 درجة (من 20) في امتحان المنتصف الثاني، و 31 درجة (من 40) في الامتحان النهائي، و 18 درجة (من 20) في التقييمات الفرعية عندئذ:

مجموع درجات الطالب من 80 في التقييمات التي حضرها = $15 + 18 + 31 = 64$.
النسبة = $64/80 = 0.8$.

إذا، المجموع الكلي من 100 لدرجات الطالب = $100 \times 0.8 = 80$ (من 100).

15.3. إذا تغيب الطالب عن اثنين أو أكثر من امتحانات المنتصف، سوف يسمح له بالجلوس لامتحان منتصف واحد.

15.4. إذا تغيب الطالب عن مختبر أو درس عملي أو عرض، عندئذ لابد من تعويض ما فاتته.

15.5. إذا تغيب الطالب عن أحد العناصر غير الرئيسية للتقييم (كاختبار قصير مثلا)، فإن تحتسب الدرجة المخصصة لذلك التقييم في حساب متوسط التقييم. (على سبيل المثال، إذا كانت هناك 3 اختبارات قصيرة في المساق، بمجموع 15% من الدرجات، وتغيب الطالب عن إحداهما، فسوف يحتسب الاختباران القصيران المتبقيان بمجموع 15% من مجموع الدرجات).

16. إذا كان غياب الطالب بدون عذر أقل من 25%، غير أن غيابه الكلي قد وصل إلى 25% أو أكثر من مجموع ساعات الاتصال للمساق، فسوف يطلب منه الانسحاب من المساق بتقدير .

17. R & R shall annually submit to the Vice Chancellor for Academic Affairs, statistics on students' absence

18. Assistant Deans for Academic Affairs/Assistant Director FI shall follow up abused excused absence, and issue warnings accordingly.

III. PROCEDURE

General Procedure Guidelines:

1. After each absence warning;

The instructor shall get the student's signature on the Absence Warning Form.

The student must meet the academic advisor to renew his academic status and discuss any problem or concerns he/she may have during the semester.

2. A student's application for excused absence shall be addressed to: the Assistant Dean for Academic Affairs Office/ Assistant Director FI if the excuse is medical and to the Director of the Center for Social Welfare Office otherwise.

3. A student whose application for excused absence is not approved, may appeal to the Dean's office if his/her absence was due to medical reasons, otherwise, he/she may appeal to the

17. تقدم عمادة القبول والتسجيل تقريراً سنوياً لذائب الرئيس لشؤون الأكاديمية يشمل الإحصائيات الخاصة بغياب الطلاب.

18. يقوم مساعد العميد للشؤون الأكاديمية/مساعد مدير معهد الأساتيس بمتابعة حالات سوء استخدام الغياب بغير، وإصدار إنذارات وفقاً لذلك.

III. الإجراءات:

عقب كل إنذار غياب:

1. يحصل مدرس المساق على توقيع الطالب على استمارة إنذار الغياب على الطالب مقابل المرشد الأكاديمي لتحديد وضحة الأكاديمي، ومناقشة أية مسائل أو أمور تشتغل الطالب خلال الفصل الدراسي

2. يقوم الطالب بطلبه للغياب بغير إلى مكتب مساعد العميد للشؤون الأكاديمية/مساعد مدير معهد الأساتيس إذا كان البدر طبيباً، وإلى مدير مركز الرعاية الاجتماعية إذا كان البدر غير طبي.

3. في حالة عدم الموافقة على طلب الغياب بغير، فإن من حق الطالب الاستئناف لمكتب العميد إذا كان الغياب لأسباب طبية، وإلى مكتب مساعد الرئيس لشؤون الطلاب إذا كانت الأسباب غير طبية.

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إستمارة غياب بعذر طبي

Application for Excused Absence (Medical)

STUDENT NAME		اسم الطالب/ الطالبة
Student ID		الرقم الجامعي
College		الكلية
Major		التخصص
Absence Period		فترة الغياب
Courses	1. 2. 3.	المساقات المتغيب عنها الطالب
Recommendation of the Assistant Dean for Academic Affairs	<input type="checkbox"/> Approved/ يعتمد <input type="checkbox"/> Rejected/ لا يعتمد	توصية مساعد عميد الكلية للشؤون الأكاديمية
Signature, Date & Stamp		التوقيع والختم

Assistant Dean's Comments

ملاحظات مساعد العميد

* أقر أنا الموقع أدناه بأن هذه الورقة معبنة من قبلي، وأنها وجميع الملحقات غير مزورة. كما أشهد بأنني على علم بقوانين الجامعة التي تنص بإحالة أي طالب/ طالبة يثبت تزويره لأوراق رسمية إلى لجنة التحقيق الخاصة في هذا الشأن.

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تأثيره على تحصيا
تبع الطالب:



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* أقر بأنني اطّلت على قرار الجامعة/ الكلية كم

التاريخ:

CC: Student, Academic Advisor and File

Application for Excused Absence (Reasons Other than Health)

STUDENT NAME		اسم الطالب/ الطالبة
Student ID		الرقم الجامعي
College		الكلية
Major		التخصص
Absence Period		فترة الغياب
Courses	1. 2. 3.	المساقات المتغيب عنها الطالب
Reason for Absence	<input type="checkbox"/> Social/ أسباب اجتماعية/ <input type="checkbox"/> UoN's Activities/ المشاركة في فعالية بالجامعة <input type="checkbox"/> Other/ أخرى	سبب الغياب
Attached Documents		الوثائق المرفقة
Recommendation of Director of Center for Social Welfare	<input type="checkbox"/> Approved/ يعتمد <input type="checkbox"/> Rejected/ لا يعتمد	توصية مدير مركز الرعاية الاجتماعية
Signature, Date & Stamp		التوقيع والتاريخ والختم

Director's Comments

ملاحظات مدير مركز الرعاية الاجتماعية

* أشهد أنا الموقع أدناه بأن هذه الورقة معبنة من قبلي، وأنها وجميع الملحقات غير مزورة. كما أشهد بأنني على علم بقوانين الجامعة التي تنص بإحالة أي طالب/ طالبة يثبت تزويره لأوراق رسمية إلى لجنة التحقيق الخاصة في هذا الشأن.

* أقر بأنني اطلعت على قرار الجامعة/ الكلية كما أقر بأنني على اطلاع بقوانين الجامعة فيما يخص الغياب وتأثيره على تحصيلي الدراسي.

توقيع الطالب:

APPENDIX D: Absence Warning Notices

These are automatically issued by Eduwave based on the data entered by the Instructor

Absence Warning 1

This is issued when a student subsequently missed 5% of contact hours of a course.

Course Title:	Code:	Student Name:
Section:		Students ID:
College:		Name:
Contact Hours absent:		Major:
Total semester Contact Hours:		College

Should you miss **10%** of the total Semester Contact Hours, an official Second Warning (**Absence Warning 2**) will be issued. "**Drop One Letter Grade**" and Warning 3 are issued if you miss **15%** of the total Semester Contact Hours. Finally a "**Barred from Exam**" notice is issued if you miss **25%** of the total Semester Contact Hours.

Absence Warning 2

This is issued when a student subsequently missed 10% of contact hours of a course.

Course Title:	Code:	Student Name:
Section:		Students ID:
College:		Name:
Contact Hours absent:		Major:
Total semester Contact Hours:		College

Should you miss **15%** of the total Semester Contact Hours, an official "**Drop One Letter Grade**" and Warning 3 are issued. Finally a "**Barred from Exam**" notice is issued if you miss **25%** of the total Semester Contact Hours

Absence Warning 3

Drop One Letter Grade

This is issued when a student subsequently missed 15% of contact hours of a course

Course Title:	Code:	Student Name:
Section:		Students ID:
College:		Name:
Contact Hours absent:		Major:
Total semester Contact Hours:		College

Should you miss **25%** of the total Semester Contact Hours, a **“Barred from Exam”** notice is issued.

Barred from Examination

This is issued when a student subsequently missed 25% of contact hours of a course.

Course Title:	Code:	Student Name:
Section:		Students ID:
College:		Name:
Contact Hours absent:		Major:
Total semester Contact Hours:		College



استمارة إعادة النظر في طلب الغياب بعذر (لأسباب صحية)

Appeal for Granting Excused Absence (For health reasons)

STUDENT NAME		اسم الطالب/ الطالبة
Student ID		الرقم الجامعي
College		الكلية
Major		التخصص
Absence Period		فترة الغياب
Courses	1. 2. 3.	المساقات المتغيب عنها الطالب
Date of Application for Excused Absence to Assistant Dean for AA		تاريخ تقديم طلب الغياب بعذر لمساعد العميد
Student's Signature		توقيع الطالب
Assistant Dean's Comments		ملاحظات مساعد العميد
Dean's Comments		ملاحظات العميد

Dean's Decision: Student granted excused absence
 Appeal rejected

Signature, Date and Stamp:



جامعة نizwa
University of Nizwa

استمارة إعادة النظر في طلب الغياب بعذر (أسباب غير صحية)

Appeal for Granting Excused Absence (Reasons other than health)

STUDENT NAME		اسم الطالب/ الطالبة
Student ID		الرقم الجامعي
College		الكلية
Major		التخصص
Absence Period		فترة الغياب
Courses	1. 2. 3.	المساقات المتغيب عنها الطالب
Date of Application for Excused Absence to Director of Center for Social Welfare		تاريخ طلب الغياب بعذر المقدم إلى مدير مركز الرعاية الاجتماعية
Student's Signature		توقيع الطالب
Comments of the Director of Center for Social Welfare		ملاحظات مدير مركز الرعاية الاجتماعية
Comments of the Assistant to the Chancellor for Student Affairs		ملاحظات مساعد الرئيس لشؤون الطلاب

Decision of the Assistant to the

Chancellor for Student Affairs: Student granted excused absence

Appeal rejected

Signature, Date and Stamp: