

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. To benefit from the H3 programme, students should attend at least 75% of the lessons provided by the university.

Leave of absence

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

1. **Medical and compassionate reasons**

For absence due to medical reasons, students are to obtain a medical certificate (MC) valid for the day(s) of absence. For compassionate leave such as bereavement of immediate family members, students should provide a parent's letter.

- NTU: students are to email TalentOutreach@ntu.edu.sg and submit the original MC or parent's letter within 2 working days
- NUS: students are to submit the MC to their lecturers/tutors
- SMU: students are to submit the MC to their lecturers/tutors

2. **Participation in competitions**

For absence due to competitions, students should provide an official letter from their junior college. 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 seek approval from the Talent Outreach Section with an official letter of excuse at least 10 working days before the period of absence
- NUS: students should submit the official letter to their lecturers/tutors
- SMU: students are to submit the official letter to their lecturers/tutors

3. CCA practices, school events, supplementary and remedial lessons are not valid reasons to request for a 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: Mrs Lily Kan or Ms Tang Siew Choo
- NUS: Ms Jamie Chang
- 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.