

Regulations for Attendance

1 General

- 1.1 As attendance is a key component in academic success, every student is expected to attend and be punctual for all classes¹ pertaining to the modules he/she has registered for.
- 1.2 While absences due to sicknesses and other extenuating circumstances are inevitable, students should be mindful of the penalties stipulated in section 1.4 for exceeding the limits of allowance for absence listed in section 1.3 below.
- 1.3 The limits of allowance for each module are:
- (a) 10% for absence with no permission
 - (b) 15% for absence with permission
- 1.4 Depending upon the type of modules, the penalty for exceeding the limits of allowance for absence can either be deduction of marks from the overall score attained for the module or being deemed to have failed the module with debarment from any further assessment and certain class activities.
- The “mark-deduction” penalty is adopted for most modules, and 1 mark will be deducted for every 1% of excess absence. The “deemed-failure” penalty applies mainly to those practice-based / performance-based modules in performance arts as well as for those modules involving group activities.
- Students are advised to find out from the relevant departments, module lecturers or *StudentNet* which of these two kinds of penalty will apply to those modules they have registered for at the beginning of the semester.
- 1.5 In the event that a student is absent for 7 consecutive days without permission, it is deemed to be a case of withdrawal from studies at NAFA and application for re-admission in the future will not be entertained.

2 Absence with permission

- 2.1 Permission is given automatically for absence on medical grounds supported by valid medical certificates issued by a medical clinic, polyclinic or hospital registered with the Ministry of Health in Singapore. Medical certificates issued by local or oversea traditional medical physicians will not be recognized. A student must submit his/her medical certificate directly to Office of Student Affairs (OSA) within 48 hours after returning to the Academy for classes. Upon receiving the medical certificate, OSA will rectify the student's attendance record accordingly.
- 2.2 Students may seek permission for absence under extenuating circumstances or on compassionate grounds. A student seeking permission for absence under extenuating circumstances or on compassionate grounds must fill in an application form and submit it with supporting documentary evidences to the relevant Head of Department for consideration. Granting of the permission is at the discretion of the Head of Department basing on the validity of reasons given. The permission can be

¹ Classes refer to lectures, tutorials, workshops, rehearsals, performances, meetings or any co-activities.

sought retrospectively for emergency cases, but must be within 48 hours after returning to the Academy for classes.

It is the responsibility of the student to hand the letter of approval issued by his/her Head of Department to OSA for the purpose of attendance record rectification, if necessary.

2.3 Presenting fake medical certificates or fake documents for seeking permissions for absence is regarded as a major disciplinary offence. It is subjected to disciplinary action of serious consequences, such as suspension of study or expulsion.

2.4 Since the allowance for absence with permission is capped at 15%, any excess will be taken as absence with no permission.

3 Absence with no permission

3.1 Any absence for whatever reason without permission granted prior to the absence or granted retrospectively is deemed to be absence with no permission.

4 Lateness

4.1 Students are expected to be punctual for all their classes. If a student fails to show up in a class of any module within the grace period stipulated in 4.2, he/she will be marked "late" in his/her attendance record for the class.

4.2 Grace periods:

- 15 minutes for 3-hour classes
- 10 minutes for 2-hour and 2.5-hour classes
- 5 minutes for 1-hour and 1.5-hour classes

There is no grace period for classes of all practice-based and performance-based modules as well as for classes of modules that involves group activities.

4.3 Three "lates" constitute one absence with no permission.

5 Official Leave

5.1 A student may apply for official leave to participate in internal or external events (such as performances, exhibitions, competitions or shows) representing his/her Department or the Academy. Applications for official leave must be submitted to the relevant Head of Department in advance. If approval is granted, the student is exempted from classes of all modules during the period of the leave. In the student's attendance record for classes during the leave will be marked "Not required". An approval may be granted with conditions requiring the applicant to make up all missing work prior to or after the leave.

It is the responsibility of the student to hand the approval letter issued by his/her Head of Department to OSA for the purpose of attendance record rectification, if necessary.

6 Attendance Recording/Monitoring

6.1 Attendance will be taken by the module lecturer.

6.2 Students are advised to tap their student cards against the electronic card reader (if there is one) when entering the class room. This facilitates class attendance verification.

6.3 The attendance record for any class is available for checking via *StudentNet* 72 hours after the class.