



**OFFICE OF THE REGISTRAR
DOW UNIVERSITY OF HEALTH SCIENCES**

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MEMORANDUM

The Dow University of Health Sciences Academic Council in its 25th Meeting held on 28.09.2022 vide Resolution / Decision DUHS/AC-25/28.09.2022/A.Item-1 and the Syndicate in its meeting held on 22.10.2022 vide Resolution / Decision No: Syn-93/22.10.2022/Item-5, unanimously approved the Attendance Policy for Undergraduate Medical and Dental Students at DUHS.

(Dr. Ashar Afaq)
Registrar

Dow University of Health Sciences
Karachi

Copy alongwith the aforesaid Policy to:

1. All Heads of Constituent Institutions, DUHS.
2. The Director Admissions, DUHS.
3. The Secretary, Academic Council, DUHS.
4. The Controller of Examination, DUHS.
5. The Director, QEC, DUHS.
6. PA to the Vice Chancellor, DUHS.
7. PA to the Pro-Vice Chancellor, DUHS.

Attendance Policy for Undergraduate Medical & Dental Students

Introduction:

This policy is applicable for MBBS and BDS students at DUHS. Other programs may follow the attendance policy proposed by their regulatory body or HEC.

The Policy:

Student attendance is a key feature of assessing overall performance of a student because it is assessed throughout the program and used as a criterion for summative and professional exam eligibility. In case of a justifiable reason (sickness or emergency) student may avail leave of absence for a twenty-five per cent of the total teaching duration of the respective module/course. This margin of absence is allowed in adherence to the policy of HEC. However, in case of a separate policy issued by the regulatory body i.e. PMC, the guidelines of regulatory council will be applicable on MBBS & BDS program.

- It is mandatory for students to attend regularly and punctually all notified teaching and training sessions i.e. lectures, practical classes, demonstrations, tutorials, clinical skills sessions, CBLs/SBLs and clinical rotations.
- Attendance will not be marked after 15 minutes of beginning of class session.
- Students must ensure to be present in-time at any session prescribed in the teaching schedules. Reporting late \geq 15 minutes and above or not attending any particular type of sessions will be considered as indiscipline.
- The margin of twenty-five per cent of absence will cover absence only on account of sickness or special emergency considered justifiable by the head of the institution but it should not be made a practice by student to miss teaching on a regular basis.
- Unreported absence will not be treated as permissible leave period.
- Leave of absence will be applicable on all teaching & training sessions scheduled during the leave period and students may not choose to attend any particular session (e.g. lectures/clinical rotations etc.) during the leave period.


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- Each module/course/clinical rotation's attendance will be separately assessed and be accumulated to calculate the overall attendance of each student during an academic year/semester.
- Absence exceeding the critical period will require completion of residual module/course/rotation either in the same session / as a repeater student.
- Lack of attendance (exceeding the margin of leave) will result in ineligibility of student to appear in the internal evaluation and Certificate examination (annual/semester) and the student's candidature shall not be forwarded for to the Controller of Examination, of the University for the purpose of appearing in the annual/semester examination.
- Frequent leave of absence / shortage of attendance will be recorded in the LoR or performance certificate / MSPE issued for various purposes.

Domains for Grant of Leave of Absence:

- Leave of absence can be availed under the following circumstances

Medical Leave: Absence for illness must be certified appropriately by a registered physician. The certificate issued by a physician family member must be counter signed after counterchecking by the consultant at CHK/DUH. Leave application along with medical certificate and copy of supporting medical record should be submitted, within five working days to the office of the head of institution.

Note:

- Sick leave for any particular infection the permissible leave period will be determined as per the policy guideline provided by the Infectious Disease Dept. of DUHS.
- For any such ailment/injury requiring a long period of recovery and preventing student from attending college for a whole module or more, the decision on leave request will be made in consultation with medical board.

Emergency leave: Leave of absence may be granted for emergency with the student or serious illness/emergency in the immediate family. Students are required to inform Office of the Principal/Director within twenty-four hours through email along with appropriate supporting documents.

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*Leave for wedding: Students may request for leave of absence for one week for personal wedding / three days for siblings'/family member's wedding, provided no further leave has been availed previously during the module/ absence has been made during clinical rotation. Leave application must be submitted four weeks in advance along with supporting evidence.

Leave for Religious Festivals: The leave of absence for religious festivals will be granted as per the policy of Govt. of Sindh/Govt. of Pakistan. The hostel residents may request for leave of absence for travelling back to hometown for these festival, which will be included in the overall leaves. The leave request must be submitted in advance along with *necessary* evidence (copy of booked tickets etc.). Any application submitted after absence will not be treated under permissible leave period.

Leave for Visa Interview Call/Renewal of Visa: Leave of absence may be granted for the visa interview call. Students may request one day leave for the purpose of visa interview within the city. In case of requirement of travelling back to any country for renewal/issuance of visa. Leave will be granted only if no further leave has been availed previously during the module. The leave application must be submitted at three weeks in advance along with the supporting documents.

Note:

A written application should be submitted to the head of the institution by the student or his/her parent or guardian, reporting his/her the cause of absence along with submitting documentary evidence to support the application.

Attendance In Clinical Rotations of MBBS & BDS Program:

- For clinical ward rotations the maximum critical period of absence is three days for a four weeks/30 days rotation and two days in a two weeks/15 days rotation. Any scheduled holiday(s) falling within the rotation schedule will be counted in permissible period of absence and further leave request shall not be entertained. Absence exceeding the critical period will require completion of residual rotation.


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- For 3rd Professional students the duration of missed clinical rotation must not exceed 4 weeks under Justifiable leave of absence and the remediation shall be done during the summer break/elective break/pre-prof. leave.
- For 4th Professional students the duration of missed clinical rotation must not exceed 4 weeks under Justifiable leave of absence and the remediation shall be done during the summer break/pre-prof. leave/electives break; as per directives of the Head of Institution & requirement of certifying examination.
- Remediation of missed rotation cannot be done during the timings of scheduled teaching.
- For 5th Professional students the duration of missed clinical rotation must not exceed 4 weeks under Justifiable leave of absence and the residual clinical training shall be completed during the summer break/pre-prof. leave.
- 5th Professional MBBS/ Final Professional BDS shall not be allowed to appear in the Annual Examination of the respective clinical discipline(s) of which clinical training has not been completed before the annual examination.

Freezing of Professional Year/Semester:

As per DUHS policy freezing of a professional year is not permissible during first two Professional Years of MBBS and BDS program.

Under special hardship circumstances freezing of a session can be considered by the approval of competent authority.

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- Maternity/Delivery (a maternity leave request of 3 months will be considered under freezing policy whereas, the leave of 4 weeks (for delivery) OR 2 weeks (maternity) may be granted without freezing the year/semester.
- Death in the immediate family
- Any other subject to acceptance on justified rationale

Note: Freezing of Professional Year/Semester will only be allowed after successful completion of first two professional years and the applicant may resume studies under 'Study Gap Rule' of DUHS. Freezing is permissible as one time dispensation.


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