Dear Students,

Please note that starting from Sunday 18\textsuperscript{th} March 2012, if you are absent from any educational activities including examination you have to fill into an official form “\textbf{Student Absence from Educational Activities Form}”. There are some guidelines and regulations for the absence from different educational activities which you need to know. You can collect the Absence Form and the written guidelines for the absences from:

- \textbf{Year 1}: Mrs. Nadia Refea
- \textbf{Year 2, 3 & 4}: Mr. Andrew K. Andrew & Mrs. Radhia Khedimi
- \textbf{Year 5 & 6}: Concerned Department Secretary

Thank you

Prof. Salah Kassab
Assistant-Dean, Academic Affairs

\textit{Thursday March 15\textsuperscript{th}, 2012}
College of Medicine & Medical Sciences
Students Absence from Educational Activities

This form is used to request the College of Medicine and Medical Sciences to consider circumstances affecting your examinations or assessed educational activities (PBL tutorials, Professional Skills Sessions, Clerkship Rotations...etc). After filling this form, you need to submit it to Medical Education Office (Extension # 2-23)

Name:  Student ID:
Study Year:  Course/Unit/Rotation
University E-mail address:

I declare that I have missed the following educational activities:

<table>
<thead>
<tr>
<th>Educational activity</th>
<th>Description of the activity</th>
<th>Date (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations</td>
<td></td>
<td></td>
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<tr>
<td>PBL Tutorials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerkship Rotations</td>
<td></td>
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<tr>
<td>Other activities</td>
<td></td>
<td></td>
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</tbody>
</table>

3. Explain the circumstances which prevented you from attending these activities

4. Supporting evidence: list and describe the type of supporting evidence

The information which I have provided is correct and complete to the best of my knowledge. I also understand that information in this form will be kept on my College record and may be referred to whenever required.

Note: fraudulent information in this form will be taken seriously and university regulations of students misconduct will be applied accordingly.

Signature of Student:  Date:
For AGU Administration

Verification of absence:

- ☐ The evidence for absence is valid
- ☐ The evidence for absence is NOT Valid
- ☐ Other supporting evidence is required

Comments:..............................................................................................................................................
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Assistant Dean for Academic Affairs: ------------------------------- Signature: ------------------------------------

Dean for Student Affairs: ------------------------------------------- Signature: ------------------------------------

Absence from Educational Activities Form
General rules for students absence from summative examinations

- **Absence with no valid reasons**: A student who is absent from a summative examination without a valid reason will be considered as he/she has sat and failed the examination.

- **Students who are absent from examinations due to valid reason**:  
  - **General rule**: A student who is absent from a summative examination due to a valid reason will be allowed only to take the exam with the next available cycle and no special re-sit exams will be given to a particular student. Exceptions to this rule are Year 4 who will be allowed to take a repeat end-unit exam within 2 weeks, if they provide a justifiable (valid) reason for being absent from the exam.

  - **Students in Year 1, 4 and 6**: A student who is absent from a summative examination at the end of any of the three phases of the program (Year 1, B.Sc exam and MD exam) due to a valid reason will take the examination with the Re-sit examinations held for students who fail in June exams.

  - **Students in Year 2 and 3**: A student who is absent from end-unit exams because of justifiable (valid) reason will be allowed to take another exam with the subsequent year’s batch provided that they passed the other 2 units in the appropriate year. In such case, he/she will be promoted “on probation”.

  - **Students in Year 5 and 6**: A student who is absent from end-rotation examinations will be allowed to take the examination with the next available cycle only with a justifiable (valid) reason for his/her absence.
Validity of absence from examinations and other educational activities:

Conditions that will be considered **valid** for absence from educational activities:

- Hospitalizations
- Severe illness
- Involvement in accidents, court case or other adverse circumstances.
- Death of immediate family member, i.e. spouse, parent, sibling or grandparent. In the event of a death of an immediate family member, a certified copy of the “death certificate” and proof of relationship should be presented.
- Participation in overseas official events approved by the University (e.g. students conferences...etc).

Conditions that **WILL NOT** be considered valid for absence from educational activities:

- Minor illness such as coughs and colds
- General feeling of anxiety/low mood unless backed up by a medical evidence
- Attendance at private family occasions such as weddings and other ceremonies
- Travel arrangements which clash with educational activities
- Ignorance of rules and regulations

The process of submitting the evidence for absence from examinations & other educational activities

- If absence is due to any emergency or other unavoidable circumstances, the student must fill the *(Absence from Educational Activities Form)* which can be downloaded from the AGU website *(www.agu.edu.bh)*; a paper copy is also available at the Medical Education Office (Extension # 2-23).
- The student must explain in the form all the relevant circumstances which prevented his/her attendance and attach any documentary evidence which support his/her explanation.
- The form has to be submitted **within a maximum of 2 weeks** after absence from examinations or other educational activities. An exception is hospitalization cases where the medical certificates must be submitted within 2 weeks after discharge from hospital.
- In case of absence from examination or other educational activities due to sudden serious illness, a valid Medical Certificate from a Government Hospital must be submitted **within a maximum of 2 weeks** after the examination. Medical certificates issued after this period will not be accepted.