

## Frequently Asked Questions

### Attendance

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### **What is the minimum attendance requirement?**

All students **must** obtain at least 75% attendance for each unit.

- To be eligible to sit for examinations
- To have your final assignment graded for Non-Examinable units

For International students only, in addition to the abovementioned, you are required by the Immigration & Checkpoints Authority of Singapore (ICA) to maintain at least 90% Overall Attendance.

Overall Attendance means the total attendance for all your enrolled units combined.

### **What is the grace period given to be marked as present?**

The grace period for each lesson is 15 minutes before and after class time.

For example:

- The class starts at 7pm – you can tap in between 6:45pm – 7:15pm
- The class ends at 9pm – you can tap out from 8:45pm – 9:15pm

More information can be obtained by approaching our staff at Student Central.

### **What do I do if I am absent from class?**

You can approach Student Central to obtain an Absence Justification form to submit your explanation for absence from any specific class.

Your Absence Justification form should be supported by relevant documents:

- Only Medical Certificates given by Singapore-based clinics or hospitals would be accepted
- Traditional Chinese Medicinal Certificates would not be accepted

All Absence Justification Forms with supporting documents must be submitted to Student Central within 7 calendar days from the specified date of absence.