

## **Policy of Providing Midterm and Final Exam Excuses for Absences**

**Rabi II, 1440 H**

The University Office for Academic Affairs is keen to protect the rights of all students. Therefore, it should alert all students to the importance of adhering to the mechanism of providing excuses for absenteeism from the Midterm and Final exams that are shown below:

## Mechanism for submitting excuses

- ❖ The student shall submit excuses for Midterm and Final exams absenteeism through the link "Absence of Examinations with Excuses" available in the student services on the University website. This should be done within the specified period, and no other means shall be accepted.
- ❖ The service availability dates are announced on the main page of the University website.
- ❖ In case of technical problems, students must open a ticket via "Da'am System" and only then he/she can apply for excused absence via email with the necessity of including the submitted ticket.

## Types of accepted excuses for exam absences

### 1. Sick Leave

**Sick leaves must be issued by:**

- Public Hospitals
- Private Hospitals
- Public Medical Clinics / Medical Centers. (An excuse cannot be accepted from a private Medical Clinics / Medical Centers).

**In case of sick leave:**

- The student must submit a medical report specifying the duration of the sick leave, signed by the doctor supervising the case, and certified by the hospital with the official seal.

### 2. Accompanying a Patient

- **In case of hospitalization:** Absence is excused if the patient is a first-degree relative\* and his/her dependents. Students must submit an accompanying letter from the Patient Relations Department and certified by the hospital seal.
- **In case of medical appointments:** The patient (with the appointment) must be a first-degree relative to the student and his/her dependent. Cases are accepted for medical appointments only in public hospitals, providing that the appointment is at the same time and on the same day of the examination.

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\* First-degree Relatives permitted under this clause are: (parents, children, spouses, and siblings).

### **3. Death of a first-degree relative**

- An excuse is accepted in the case of the death of a first degree relative only.
- The student is granted a maximum of three days leave from the date of death.
- This must be supported with a death certificate or burial permit only.

### **4. Maternity leave (female students only)**

- The maternity leave excuse is accepted for one week only from the date of birth.
- Student can only submit the hospital's birth notification form or the birth certificate.
- In case of birth-related medical issues that require additional absence; student must submit a stamped medical report specifying the duration of sick leave - before or after the birth- (*Taking into account the sick leave policy mentioned in paragraph (1) above*).

### **5. Traffic accident**

- The accident must be at the same time and date of the examination.
- Submit certified report from the traffic department or Najm.

### **6. Other circumstances**

- In the case of other forced excuses which are not mentioned in the above paragraphs, the student must provide an official letter to the college stating the full description of the case, including the name of the student, the date of application, and a signature; attaching all supporting documents related to the application.
- The College Council has the right to assess the case, then accept the excuse or reject it.

## Excuses Verification

- ❖ After the closure of the excuse service, the excuses are verified by an appointed committee within the College, where they are sorted according to the above-mentioned policies.
- ❖ The College may request the original documents, and reserves the right to do so.
- ❖ All applications that meet the conditions will be presented to the College Council for approval or rejection. The decision of the College Council shall be valid and cannot be revoked, unless presented to the College Council again.
- ❖ Students are notified with the decision via email.