

King Abdulaziz University

Faculty of Dentistry

Student Performance and Attendance

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Definitions

Student Performance

The Faculty of Dentistry continuously and periodically monitors the student's academic and clinical performance and issues the necessary reports.

Absence

The faculty member takes attendance for each lecture or scientific lesson and gets the student's signature during the lecture/laboratory/clinic.

Denial of Entry to Final exam

The student is deprived of taking the final exam due to low attendance in theoretical lectures and practical lessons below the minimum required, according to the applicable executive rules.

Introduction

The Student Performance Unit at the Faculty of Dentistry aims to monitor the attendance and absence of students and to list the names of students who exceed the approved absence rates in the (Regulation of Study and Examinations for the Undergraduate Level and the Executive Rules of King Abdulaziz University and the Faculty of Dentistry Article 14) as well as to process students' excuses for absence from lectures, laboratories, and clinics.

The Student Performance Unit supervises clinical performance reports for students and monitors the students' achievement levels of practical/clinical requirements during the academic year in cooperation with the scientific departments. Students who are struggling are followed up and supported by reporting their names to the Vice-Deanship for Educational Affairs and the Vice-Deanship for the Female Section in addition to the Academic Advising Unit in both sections.

The Student Performance Unit, in collaboration with the scientific departments and the Vice-Deanship for Educational Affairs and the Vice-Deanship for the Female Section, supervises the readiness of low-performing students to enter the final exams, in addition to overseeing the preparation and completion of the necessary remediation plans for these low-performing students.

Policies

1. Attendance and Absence Policy of the Faculty of Dentistry

The attendance and absence policy at the Faculty of Dentistry, King Abdulaziz University, aims to monitor student achievement and motivate student behavior towards the educational process, work values, and commitment. This has a positive impact on the educational process and the outcomes of the faculty according to specific mechanisms that align with nationally and internationally accredited educational quality standards.

In accordance with the regulations and laws of King Abdulaziz University and the Faculty of Dentistry (Article 4 of the Study and Examination Rules at the Faculty of Dentistry), it states that: Students must attend lectures, practical lessons, and clinical sessions. If the attendance rate falls below 75% of the specified lectures, practical lessons, and clinical sessions for each course during the semester, the student is prohibited from continuing in the course and taking the final exam. A student who is denied entry to the exam due to absence is considered to have failed the course and must retake the course and the exam (Article 4 of the Study and Examination Rules at the Faculty of Dentistry).

The agreed-upon attendance and absence policy was implemented during the second Faculty Council meeting held on (5/2/1439 AH). It includes daily monitoring of student absence and documenting it in electronic tables according to the specific calculation for each subject based on the number of lectures, laboratories, and clinics.

- 1.1. Rates for Issuing Notices and Warnings to Students:** Absence in lectures, laboratories, and clinics is calculated separately, and the absence rate should not exceed 25% for each part. If a student exceeds 25% in any part of the course, whether in lectures, laboratories, or clinics, the student is denied of entering the final exam for that course. Notices and warnings are issued to students according to the rates outlined in the table:

#	Type of Notice	Student's Rate
1	Absence Notice	10% - 14%
2	First Warning for Absence	15% - 19%
3	Second Warning for Absence	20% - 24%
4	Denial of Final Exam Decision	25% and above

Excuses for Absence According to Article 18 of the Study and Examination System at King Abdulaziz University and the Faculty of Dentistry:

1.2. Absence with an Excuse:

In case of absence with a valid excuse from attending lectures or periodic exams or midterm exams, the excuses must be submitted to the Office of the Vice-Deanship for Educational Affairs (for male students) and the Office of Educational Affairs

(for female students). They must be submitted either by the student or through a relative or acquaintance, or through the Electronic Transactions System (ERS) within a period not exceeding five (5) days, except in cases of hospitalization or childbirth, where excuses can be accepted within a maximum period of two weeks, considering the following:

- 1.2.1. **Medical cases:** Submit a medical report issued by the "Sehhay" platform or a certified report from the health affairs office if issued by a private hospital or clinic.
- 1.2.2. **Death of a relative:** Submit the death certificate (indicating the degree of kinship).
- 1.2.3. **Traffic accidents:** Submit a documented accident report from the traffic office.
- 1.2.4. **Childbirth:** Submit a copy of the birth notification.

1.3. Submission of Excuses for Absence from Exams:

- 1.3.1. An excuse for missing one exam per course during the semester is accepted.
- 1.3.2. If a student submits a medical report for an absence coinciding with a periodic exam or midterm exam, the report will be reviewed by the Vice-Dean for Educational Affairs (for male students) or the Vice-Dean for the Female Section. If the excuse is accepted, it will be forwarded to the Academic Affairs Committee (male/female). If accepted, the official excuse will be referred by the Vice-Dean for Educational Affairs to the respective department for a final decision.
- 1.3.3. If a student submits a medical report for an absence coinciding with a final exam, the report will be reviewed by the Vice-Dean for Educational Affairs (for male students) or the Vice-Dean for the Female Section. If the excuse is accepted, it will be referred to the Academic Affairs Committee (male/female) for a decision. If accepted, the official excuse will be referred by the Vice-Dean for Educational Affairs to the respective department for a final decision regarding the student's status and coordination for a makeup exam.
- 1.3.4. In case of repeated absences (with excuse) from periodic and midterm exams, the Academic Affairs Committee (male/female) has the right to reject the medical excuse or request that the student appear before a medical committee.

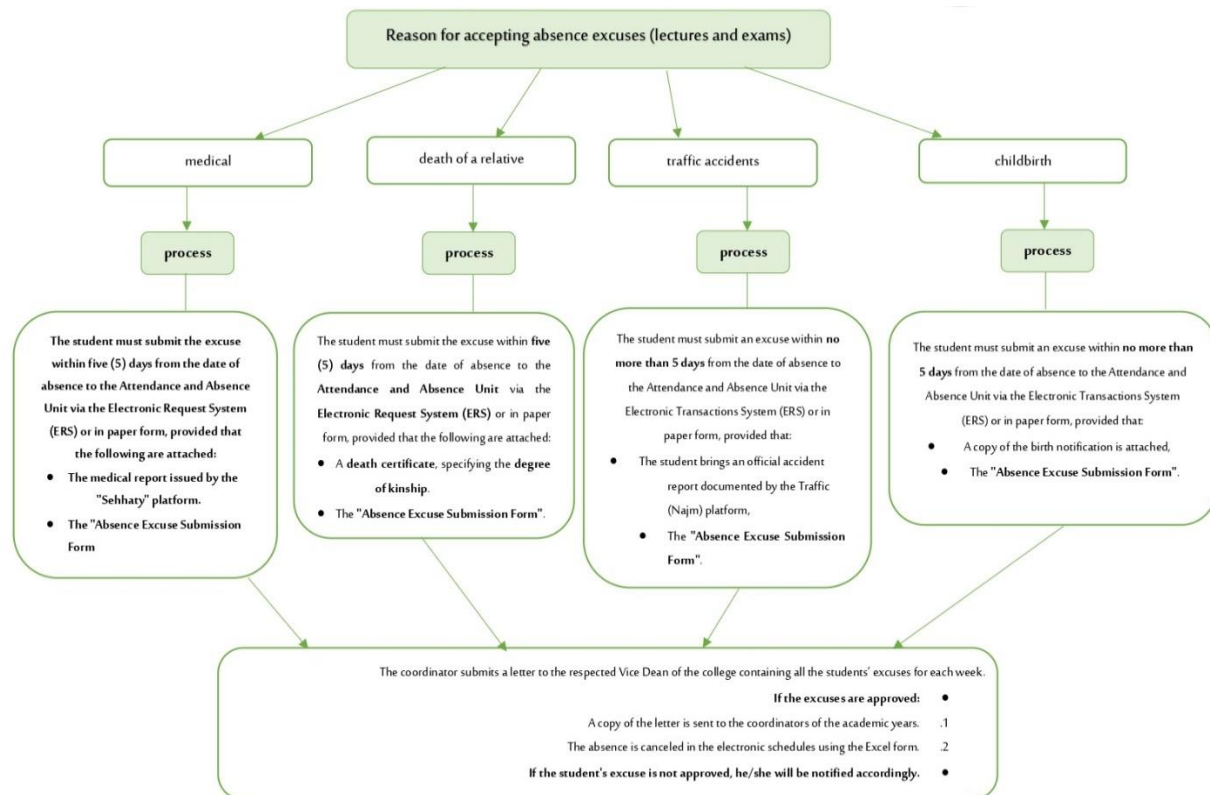
1.4. Absence without Excuse:

If a student exceeds the allowed absence limit set by the Academic Affairs Unit of 25%, they will be denied from taking the final exam if the absence rate reaches 25%.

1.5. Monthly Absence Reports:

- 1.5.1. Monthly reports from course supervisors including attendance and absence for lectures and labs must be submitted to the Office of the Vice-Deanship for Educational Affairs, ensuring the privacy and confidentiality of student information.

1.5.2. Monthly reports from course supervisors including attendance and absence for clinics must be submitted to the Student Performance Supervisor.



2. Student Performance Policy at the Faculty of Dentistry

- 2.1. The Faculty of Dentistry, through its scientific departments and various related Vice-Deanships, continuously monitors student performance according to a timeline approved by the Dean of the Faculty. The student performance includes:
 - 2.1.1. Academic achievement through periodic and final exam results.
 - 2.1.2. Clinical achievement through performance tracking reports (R1, R2, R3).
 - 2.1.3. Reports from academic advisors.
 - 2.1.4. Attendance and absence reports, considering the reports of the Outcomes Evaluation Unit regarding the evaluation of courses.
- 2.2. The Vice Deanship for Educational Affairs and the Vice Deanship for the Female Section prepare the following consolidated reports:
 - 2.2.1. A performance report for each student in the Faculty of Dentistry, archived in the student's academic file.
 - 2.2.2. A general performance report for each subject, including: a list of struggling students, a list of non-compliant students, and a list of students who have excused absences or are absent.
 - 2.2.3. A report with corrective plans for each struggling student.
 - 2.2.4. A general performance report according to the academic year.
- 2.3. These reports are discussed in the Student Performance Monitoring Committee of the Vice Deanship for Educational Affairs to make the necessary recommendations. At least one meeting must be held before midyear exams and one meeting before final exams.

3. Tasks and Procedures of the Attendance and Absence Unit

The Attendance and Absence Unit at the Faculty of Dentistry aims to monitor student attendance, identify students who exceed the absence limits set in the Attendance Policy, handle absence excuses for lectures, labs, and clinics, and coordinate with the Student Performance Committee and Academic Advising Unit.

1. Attendance and Absence Lists

The attendance and absence coordinator prints the daily attendance lists for lectures for each academic year and places them in the classroom.

2. Attendance and Absence Records

- 2.1. The attendance and absence coordinator receives the attendance, and absence lists for lectures and labs, ensuring that the faculty member highlights the names of absent students, signs the attendance sheet, and adds the course code and date on the sheet.
- 2.2. The attendance and absence coordinator receives the absence records for students in the lectures and laboratory sessions from the course directors daily.

- 2.3. The attendance and absence coordinator receives the absence records for students in the clinics from the Course directors every month.

3. Data Entry for Absences and Attendance

- 3.1. The attendance and absence coordinator enters student absences into the electronic form daily from the paper attendance and absence records.
- 3.2. The coordinator monitors student absence rates while entering the data to identify those who exceed the allowed absence limits.

4. Absence Reporting

The attendance and absence coordinator prepares a list of students who exceed the absence limits as per the Attendance Policy.

5. Notifications and Warnings

- 5.1. The attendance and absence coordinator issues notifications/warnings to students who exceed the absence limits set in the approved Attendance Policy of the Faculty.
- 5.2. Notifications and warnings are approved by the Vice-Dean for the Female Section and the Student Affairs Supervisor for female students. For male students, they are approved by the Vice-Dean for Educational Affairs and the Student Affairs Supervisor.
- 5.3. The attendance and absence coordinator informs the students via email to attend and receive the notification/warning and sign it, providing them with a copy.
- 5.4. If the student does not attend to receive the notification/warning, the attendance and absence coordinator sends it to the student via email.

6. Letters of Notifications and Warnings

- 6.1. The attendance and absence coordinator prepares an official letter to be sent to the Vice-Dean for Educational Affairs and the heads of scientific departments from the Vice-Dean for the Female Section. The letter includes a table with (student's name, university number, course name, absence rate exceeding the limit) along with copies of the issued notifications/warnings for each student.
- 6.2. For male students, a letter is sent from the Vice-Dean for Educational Affairs to the heads of scientific departments, including a table with (student's name, university number, course name, absence rate exceeding the limit) along with copies of the issued notifications/warnings for each student.

7. Receiving Absence Excuses for Female Students from Lectures, Labs, and Clinics

The female student submits the excuse to the attendance and absence coordinator either in paper form or via the Electronic Transactions System (ERS), following these steps:

- 7.1. The student fills out the "Absence Excuse Submission" form and the "Committee for Reviewing Submitted Excuses to the Educational Affairs Unit at the Faculty of Dentistry" form to present it to the committee for review.
- 7.2. If the absence excuse is approved:
 - 7.2.1. The attendance and absence coordinator records the courses the student was absent from in the weekly absence excuse table.
 - 7.2.2. The student's absence is canceled from the electronic schedules in the electronic form.
- 7.3. If the absence excuse is not approved, the student is informed of the decision.

8. Absence Excuses

- 8.1. The student submits the excuse to the attendance and absence coordinator via the Electronic Transactions System (ERS), following these steps:

The student fills out the "Absence Excuse Submission" form and the "Committee for Reviewing Submitted Excuses to the Educational Affairs Unit at the Faculty of Dentistry" form to present it to the committee for review.
- 8.2. If the absence excuse is approved:
 - 8.2.1. The attendance and absence coordinator records the courses the student was absent from in the weekly absence excuse table.
 - 8.2.2. The student's absence is canceled from the electronic schedules in the electronic form.
- 8.3. If the absence excuse is not approved, the student is informed of the decision.

9. Informing Academic Departments of Absences

- 9.1. Regarding courses in the Faculty of Dentistry:
 - 9.1.1. A table is created with the names of the students, university ID numbers, academic level, period of absence, and reason for absence.
 - 9.1.2. The table is attached to an official letter addressed to all heads of academic departments. It is approved by the Vice-Dean for the Female Section for female students, and by the Vice-Dean for Educational Affairs for male students.
- 9.2. Regarding courses from the Faculty of Medicine:
 - 9.2.1. A table is created with the names of the students, university ID numbers, academic level, period of absence, and reason for absence.
 - 9.2.2. The table is attached to an official letter addressed to the Vice-Dean for Educational Affairs, and it is approved by the Vice-Dean of the Faculty of Dentistry.

Attendance and Absence Mechanism at the Faculty of Dentistry

- Lists of the names of students in classrooms, labs, and clinics will be provided.

Clinics

- Faculty members supervise attendance and sign the designated attendance sheets.
- Course directors keep the attendance records and they submit it to the Student Performance Unit at the end of every month.

Pre-clinical

- Faculty members supervise attendance and sign the designated attendance sheets.
- Students must sign in within the first 30 minutes of the lab session.

Lectures and practical lessons in classrooms

- Each faculty member takes attendance for each lecture or practical lesson.
- Students must sign in within the first 15 minutes of the lecture.

- Remove absent students from the list.
- The list must be signed by the faculty member.
- Ensure the course code and lecture date and time are added to

The attendance coordinator collects the name lists after attendance has been taken by the esteemed faculty member.

The attendance coordinator delivers the attendance sheets to the Vice Deanship Girls Section (Office 1210 Building 12) or to the Student Performance Unit (Office 8-034 Building 15)

The absence form is filled out monthly (in paper form) for lectures and practical lessons in classrooms, labs, and clinics by the course supervisors. It is then submitted to the Office of Student Affairs for the female section (Office No. 1210, Building 12). The forms for both sections are delivered to the Student Performance Unit (Office No. 8-034, Building 15).

The Vice Dean will contact the heads of departments if the monthly attendance sheets are not received from the course coordinators.

The necessary statistics and reports are prepared by the Student

Student Affairs

Monitoring students with frequent absences and issuing notifications and warnings.

Students are comprehensively monitored and coordinated with academic advising.

Sending absence reports, both excused and unexcused, periodically to the departments for review after approval.

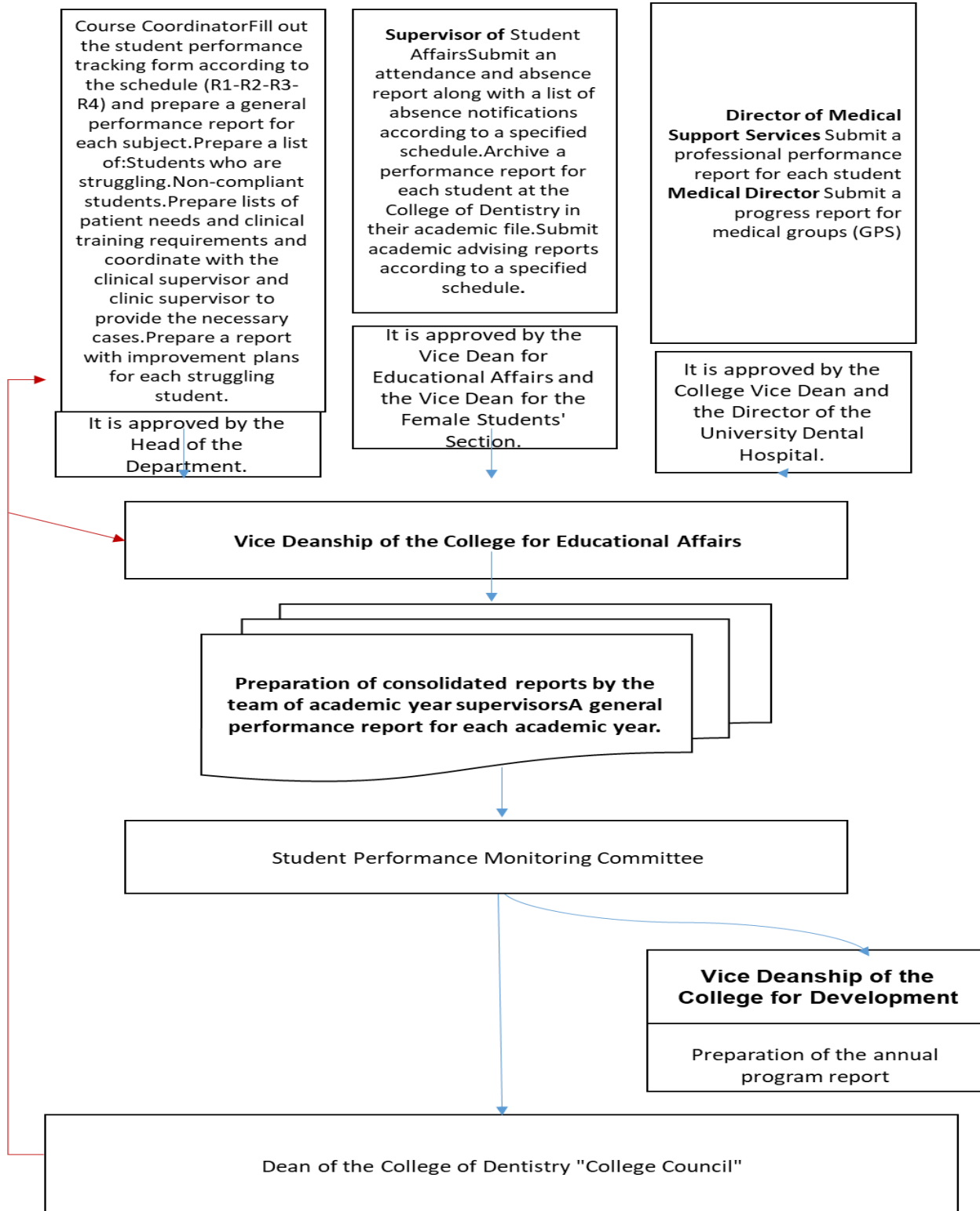
Student Performance Unit

Student performance is closely linked to academic advising. A central electronic model has been created to monitor student performance under the supervision of the Student Performance Unit in the faculty. Each academic department provides the Vice Dean for Academic Affairs with quarterly reports (R1, R2, R3, R4) through the department head. These reports include academic achievement, attendance rates (all test scores conducted in the relevant period), timeliness in submitting laboratory, clinical requirements, assignments, and research papers. These reports are then sent to the Academic Advising Committee via the Student Performance Unit at the end of each period. Lists of students with high absence rates and those with low performance during the periods are prepared and sent to their advisors for close monitoring and necessary action.

Tasks of the Student Performance Committee

1. **Monitoring Academic and Clinical Performance:** Evaluate the academic and clinical performance of students based on their performance in written exams, clinical requirements, academic advising reports, and clinic performance reports, in collaboration with course supervisors.
2. **Monitoring Ethical and Professional Conduct Reports:** Follow up on reports of students' ethical and professional behavior.
3. **Issuing Remediation Plans:** Develop and issue reports on the "Remediation Plan" to correct and support student performance in collaboration with the department through course supervisors ("Competency Achievement").
4. **Recommending Readiness for Final Exams:** Issue recommendations on the student's readiness to take final exams. The committee can seek assistance from any faculty member as needed.
5. **Confidentiality:** Handle all reports with complete confidentiality.
6. **Reporting to the Evaluation and Accreditation Unit:** Refer all reports to the Evaluation and Accreditation Unit under the Development Agency, where all results are analyzed and included in the annual program report (as per the requirements of the Accreditation Authority).

Student Performance Mechanism



Forms

Commitment to Attendance and Absence Policy Form at the Faculty of Dentistry and the University Dental Hospital.



Form to be used for student absences from lectures/labs/clinics



Notification and Warning Forms



Regulations Followed in the Unit

Study and Examination Regulations for the Undergraduate Stage and the Approved Executive Rules (issued by the Deanship of Admission and Registration).



Undergraduate Student Regulations: (Rights and Responsibilities) (issued by the Deanship of Student Affairs).



Attendance and Absence Policy



Electronic Systems

Electronic Transactions System (ERS).



Email Addresses Used in the Unit:



- Female Section: deng-aau@kau.edu.sa
- Male Section: den-vdaa-spu@kau.edu.