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Blaai af vir die **Afrikaanse** weergawe van hierdie dokument

FACULTY OF MEDICINE AND HEALTH SCIENCES

PROVISIONS REGARDING LEAVE OF ABSENCE

There is proof that class attendance and student success correlate with each other. Because of the impact that student learning in health sciences has on patients, the attendance of all contact sessions is considered to be compulsory. The attendance of all sessions where practical skills are acquired, may be monitored appropriately. If such monitoring indicates that any student has attended less than 80% of the sessions without valid reasons, a class mark of less than 50% may be awarded for the module/domain. Individual programmes or modules may implement stricter attendance requirements. Please refer to the relevant programme guidelines or module frameworks for information on specific programme and module attendance requirements.

These faculty-specific provisions should be read in conjunction with stipulations regarding "Leave from classes and/or tests" as found in the SU General Calendar, Part 1 (www.sun.ac.za/calendar).

Students are to apply for leave of absence from all sessions where practical skills are acquired, which include:

- All practicals during theory blocks
- All clinical rotations
- All assessment opportunities (e.g. tests and examinations)

Download the Leave of Absence application form here.

Supporting documents

Leave of Absence applications must be accompanied by a medical certificate which complies with the following requirements and contains the following information:

- Name of the patient/student;
- Date and time of medical examination;
- An indication that the certificate has been issued after a personal observation (excludes telephonic consultation or communication) of the student by a suitably registered health care practitioner;
- Confirmation that the student will not be able to or was not able to attend class, or take the assessment(s) or carry out the class work, due to the illness; and
- Any other information which, in the judgement of the practitioner would be required or relevant.

The University reserves the right to request the prognosis and further information of the practitioner and it accepts in good faith that the student will not unreasonably deny permission in this regard.

The following general rules apply for the handing in/handling of medical certificates:

- A medical certificate connected to the absence from an assessment (with the exception of modules that are assessed in terms of the examinations policy) or to the late submission of an academic assignment, will only be considered if it has been issued within 24 hours from the time the assessment occurred or the submission date of an academic assignment (unless the certificate explicitly states why it could not be issued within 24 hours), and handed in within 48 hours after the assessment date or the submission date of the academic assignment;
- Medical certificates issued by family members will not be accepted;
- Medical certificates issued by Primary Care Nurses may be accepted; and
- In cases of mental health conditions, only medical certificates issued by psychiatrists, medical practitioners and registered clinical psychologists will be accepted.

Leave of absence applications to miss academic activities due to participation in an international/national sports event, official SU-recognised co-curricular activities, and compulsory cultural or religious events must be accompanied by an official invitation or notice of the event.

Leave of absence from tests or examinations

It is solely the student's responsibility to inform the University about their illness or other circumstances. The Examination Office (Tygerberg Campus) must be notified (telephonically [☎ 021 938 9309/ 9142] / personally [room 1050, Clinical Building] or in writing be e-mail to psoga@sun.ac.za / nothemban@sun.ac.za) **before or on the day of the test or examination** if a student is unable to take the test or examination**; access to the sick or deferred test or examination may be denied if a student does not comply with this stipulation**.

For MBChB students: A medical certificate or other supporting documentation, as well as the Leave of Absence form for deferral of tests or examinations, **must be submitted to the Examination Office (Tygerberg Campus) only, as soon as possible (preferably within 48 hours after the test or examination)**. This arrangement also applies to tests that are not arranged by the Examination Office (e.g. so-called "spot tests" ("uitkenningstoetse") or "in-block tests"). The Examination Office will submit the sick certificate to the programme coordinator for evaluation and approval – this task will, therefore, not be the responsibility of the module chair. The Examination Office will inform the module chair and/or the administrative official of everyone that has obtained leave of absence for a specific test or examination.

For all other undergraduate programmes: A medical certificate or other supporting documentation, as well as the Leave of Absence form for deferral of tests or examinations, **must be submitted to the relevant lecturer or divisional/departmental administrator as soon as possible (preferably within 48 hours after the test or examination)**. The administrator or lecturer should inform the student/s who have obtained leave of absence for a specific test or examination of the approval and arrangements for the deferred assessment. Copies of approved LOA applications for assessments should be submitted at the office of the Deputy Registrar (Tygerberg Campus), room 1038, Clinical Building or at the Examination Office (Tygerberg Campus), room 1050, Clinical Building.

As a general rule, deferred tests and examinations will be conducted as soon as possible after students are able to resume academic activities (preferably within 5-10 working days).

Please note: Access to sick or deferred tests or examinations will not be granted to students who participate in an assessment opportunity and afterwards claim that they have been ill or unable to function optimally during the assessment.

Leave of absence in the case of compulsory classes, practicals or clinical rotations

In cases where compulsory academic activities, such as compulsory classes, practicals or clinical rotations, have been missed, the same procedure as described above will apply, except that the completed leave of absence form with supporting documentation, whether a sick certificate or other document, must be recommended by the lecturer/module chair for final approval by the programme coordinator and then be submitted to the office of the Deputy Registrar (Tygerberg Campus).

Please also refer to the examination and promotion stipulations of the relevant academic year for information on the implications of missing compulsory academic activities without official leave of absence.

Approved by CUT: 1 October 2019

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FAKULTEIT GENEEESKUNDE EN GESONDHEIDSWETENSKAPPE

BEPALINGS TEN OPSIGTE VAN VERLOF TOT AFWESIGHEID

Daar is bewyse dat daar 'n positiewe verwantskap is tussen klasbywoning en studentesukses. Vanweë die impak wat studenteleer in die gesondheidswetenskappe op die hantering van pasiënte het, word bywoning van alle kontaksessies as verpligtend beskou. Bywoning van alle sessies waar praktiese vaardighede aangeleer word, mag toepaslik gemoniteer word. Indien sodanige monitering uitwys dat enige student nie minstens 80% van sodanige sessies sonder geldige redes bygewoon het nie, kan 'n klaspunt van minder as 50% vir die betrokke module/domein toegeken word. Individuele programme of modules kan strenger bywoningsvereistes implementeer. Raadpleeg die toepaslike programriglyne of moduleraamwerke vir inligting oor spesifieke program- en modulebywoningsvereistes.

Hierdie fakulteitspesifieke bepalings moet saam met die bepalings rakende "afwesigheid van klasse en/of toetse" gelees word, soos gevind in die US Algemene Jaarboek, Deel 1 (www.sun.ac.za/jaarboek).

Studente moet formeel aansoek doen om verlof tot afwesigheid (VTA) van alle sessies waar praktiese vaardighede aangeleer word, insluitende

- Alle praktika tydens teorie-blokke
- Alle kliniese rotasies
- Alle assesseringsgeleenthede (bv. toetse en eksamens)

Vir ʼn aansoekvorm klik hier.

Stawende dokumentasie

ʼn Verlof tot Afwesigheid aansoek moet vergesel word van ʼn mediese sertifikaat wat aan die volgende vereistes voldoen en die volgende inligting bevat:

- Naam van die pasiënt/student;
- Datum en tyd van mediese ondersoek;
- ʼn Aanduiding dat die sertifikaat uitgereik is na ʼn persoonlike observasie (uitgesluit telefoniese konsultasie of mededeling) van die student deur ʼn toepaslik-geregistreerde mediese praktisyn;
- Bevestiging dat die student as gevolg van die siektetoestand nie klas/se sal kan of kon bywoon nie, of die klastoets(e) aflê nie, of die klaswerk uitvoer nie, en
- Enige ander inligting wat na die oordeel van die praktisyn nodig of relevant sal wees.

Die Universiteit behou die reg voor om die prognose en verdere besonderhede van die praktisyn te versoek en aanvaar te goeder trou dat die student nie onredelik toestemming daarvoor sal weerhou nie.

Die volgende algemene reëls vir die inlewering/hantering van mediese sertifikate geld:

- Mediese sertifikate wat betrekking het op die afwesigheid van ʼn assessering (uitgesluit modules wat ingevolge die eksamenbeleid geassesseer word) of laatinlewering van ʼn akademiese opdrag, sal slegs oorweeg word indien dit uitgereik is binne 24 uur van die assesseringstyd of inleweringsdatum van ʼn akademiese opdrag (tensy die mediese sertifikaat eksplisiet melding

maak van die rede waarom dit nie binne 24 uur gedoen kon word nie), en ingelewer word binne 48 uur na die assesserings- of inleweringsdatum van die akademiese opdrag;

- Mediese sertifikate wat deur familielede uitgereik is, sal nie aanvaar word nie;
- Mediese sertifikate uitgereik deur Primêre Sorgverpleegkundiges kan aanvaar word; en
- In geval van geestesgesondheidstoestande, sal slegs mediese sertifikate uitgereik deur psigiaters, mediese praktisyns en geregistreerde kliniese sielkundiges aanvaar word.

ŉ Aansoek om klasse te mis as gevolg van internasionale/nasionale sportdeelname, amptelike US-erkende ko-kurrikulêre aktiwiteite en verpligte kulturele of godsdienstige geleenthede, moet vergesel word van 'n amptelike uitnodiging of kennisgewing van die geleentheid.

VTA vir toetse en eksamens

Die verantwoordelikheid berus uitsluitlik by die student om die Universiteit betyds van sy/haar siekte of ander omstandighede in kennis te stel. Die Eksamenkantoor (Tygerberg-kampus) moet mondelings (byvoorbeeld deur middel van ŉ telefoniese boodskap [☎ 021 938 9309/ 9142] / persoonlike boodskap [kamer 1050, Kliniesegebou]) óf skriftelik (deur middel van elektroniese boodskap aan psoga@sun.ac.za / nothemban@sun.ac.za) **voor óf op die dag van die toets of eksamen in kennis gestel word**, indien ŉ student nie ŉ betrokke toets of eksamen kan aflê nie; **toegang tot die siekte-/uitsteltoets of -eksamen kan geweier word by versuim om aan hierdie bepaling gehoor te gee**.

In die geval van MBChB studente: Siektesertifikate of ander bewysstukke wat betrekking het op toetse of eksamens, vergesel van die aansoekvorm om uitstel vir ŉ toets of eksamen, moet dan so spoedig moontlik (verkieslik binne 48 uur na die toets of eksamen) **uitsluitlik by die Eksamenkantoor ingelewer word, ook vir toetse wat nie deur die Eksamenkantoor gereël word nie (bv. uitkenningstoetse of sg. "in-blok"-toetse).** Die Eksamenkantoor sal die siektesertifikate aan die programkoördineerder voorlê wat dit sal evalueer en verlof tot afwesigheid sal toestaan, al dan nie – die betrokke modulevoorsitter sal dus nie meer 'n oordeel oor die versoek tot afwesigheid hoef te vel nie. Die Eksamenkantoor sal die modulevoorsitter en/of administratiewe beampte in kennis stel van almal wat verlof tot afwesigheid het vir 'n bepaalde toets of eksamen.

Vir alle ander voorgraadse programme: 'n Mediese sertifikaat of ander stawende dokumentasie, sowel as die VTA aansoekvorm vir die uitstel van toetse of eksamens, moet so gou as moontlik (verkieslik binne 48 uur) by die betrokke dosent of afdelings- / departementele administratiewe beampte ingedien word na die toets of eksamen). Die administratiewe beampte of dosent moet die student(e) wat verlof vir 'n spesifieke toets of eksamen verkry het, in kennis stel van die goedkeuring en reëlings vir die uitgestelde assessering. Afskrifte van goedgekeurde VTA-aansoeke vir assesserings moet by die kantoor van die Adjunk-Registrateur (Tygerbergkampus), kamer 1038, Kliniese gebou of by die Eksamenkantoor (Tygerbergkampus), kamer 1050, Kliniese gebou ingedien word.

Uitsteltoetse en -eksamens sal as ŉ reël so spoedig moontlik nadat studente weer geskik is om akademiese verpligtinge te hervat, afgeneem word (verkieslik binne 5-10 werksdae).

Let wel: Geen siekte- of uitsteltoetse of -eksamens sal toegestaan word aan studente wat reeds aan ŉ assesseringsgeleentheid deelgeneem het en na afloop daarvan beweer dat hul ongesteld was of nie optimaal kon funksioneer tydens die assessering nie.

VTA in die geval van verpligte klasse, praktika of kliniese rotasies

In die geval waar ander verpligte akademiese aktiwiteite, byvoorbeeld verpligte klasse, praktika of kliniese rotasies, misgeloop word, geld dieselfde prosedure as hierbo genoem, behalwe dat die voltooide VTA-vorm met stawende bewysstukke, hetsy ’n siektesertifikaat of ander dokumentasie, deur die betrokke dosent/modulevoorsitter aanbeveel moet word vir finale goedkeuring deur die programkoördineerder en daarna aan die kantoor van die Adjunkregistrateur (Tygerberg-kampus) besorg moet word vir finale goedkeuring deur die programkoördineerder.

Verwys ook na die eksamen- en promosiebepalings van die betrokke programjaargang vir inligting oor die implikasies daarvan om verpligte akademiese aktiwiteite mis te loop sonder amptelike toestemming.

Goedgekeur deur KVO: 1 Oktober 2019