



FACULTY OF MEDICINE

University of Peradeniya

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12.06.2023

All Heads of the Departments

General rules on student attendance at lectures, SGD and Practical Classes

Herewith I am sending the General rules on student attendance at lectures, SGD and practical classes approved at the 522nd Meeting of the Faculty Board of Medicine held on 07.06.2023.

Thank you

Prof. Vasanthi Pinto
Dean
Faculty of Medicine

**Dean
Faculty of Medicine
University of Peradeniya
Peradeniya
Sri Lanka**

CC: Chairperson/ CCC
Examination Unit

General rules on student attendance at lectures, SGD and practical classes

1. The minimum requirement of attendance at lectures is 80%.
2. The attendance requirement at practical classes and SGDs is 80 %
3. Prior permission has to be obtained from the relevant department to attend planned events/functions etc.
4. Letters of excuse and medical certificates should be handed over to the relevant departments within one week of return from the day of absence. Medical certificates have to be approved by the UMO.
5. Prescriptions and clinic notes are not accepted as substitutes for medical certificates.
6. Calculation of the percentage of attendance has to be carried out **by the departments** after considering the medical certificates and letters of excuse.
7. The students should be informed of the inadequate attendance at the mid-semester by posting a notice at the department and the student notice boards, with a copy to the CCC.
8. The department must submit the duly prepared attendance sheets to the CCC 2 weeks prior to the date of Examination. The responsibility of the completion of this task will be the Head of the Department.
9. The CCC does not accept medical certificates/ letters of excuses once the attendance sheets are handed over to the CCC by the departments.
10. Any other special circumstance will be handled by the Dean of the faculty.