



**UNIVERSITY KUALA LUMPUR  
ROYAL COLLEGE OF MEDICINE PERAK  
MONITORING OF STUDENT ATTENDANCE**

Doc. No:	UniKL/RCMP-01 (VI)
Revision No:	03
Date:	04 Sep 2017
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Prepared by:

Name: Hasliana binti Hamdan  
On behalf of Teaching-Assessment Committee  
UniKL RCMP

Date: 04/09/2017


Approved by:

Name: YM Tengku Azlan Shah bin Tengku  
Mohamad  
Position: Deputy Dean Academic

Date: 04/09/2017

**AMENDMENT RECORDS**

No.	Date	Remarks	Revision No.	Approved by
1	9 May 2014	Establishment	00	Dean, FPHS
2	1 July 2016	Review	01	Covering Dean, FPHS
3	01 July 2017	Amendment	02	DDA, FPHS
4	04 Sep 2017	Amendment	03	DDA

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## 1.0 OBJECTIVE

To ensure student achieve minimum attendance requirement.

## 2.0 SCOPE

The scope of this procedure covers all programmes conducted at Faculty of Pharmacy & Health Sciences and Nursing Programme, Faculty of Medicine, UniKL, RCMP.

## 3.0 REFERENCES

3.1 University Rules and Regulation Handbook

## 4.0 DEFINITIONS/ABBREVIATIONS

DDA : Deputy Dean (Academic)  
HoC : Head of Committee  
HoP : Head of Programme  
UniKL : Universiti Kuala Lumpur

## 5.0 RESPONSIBILITY

5.1 The DDA of faculty is responsible to ensure that this procedure is adhered to at Faculty level.

5.2 HoP/HoC are responsible to ensure that this procedure is adhered to at Programme level.

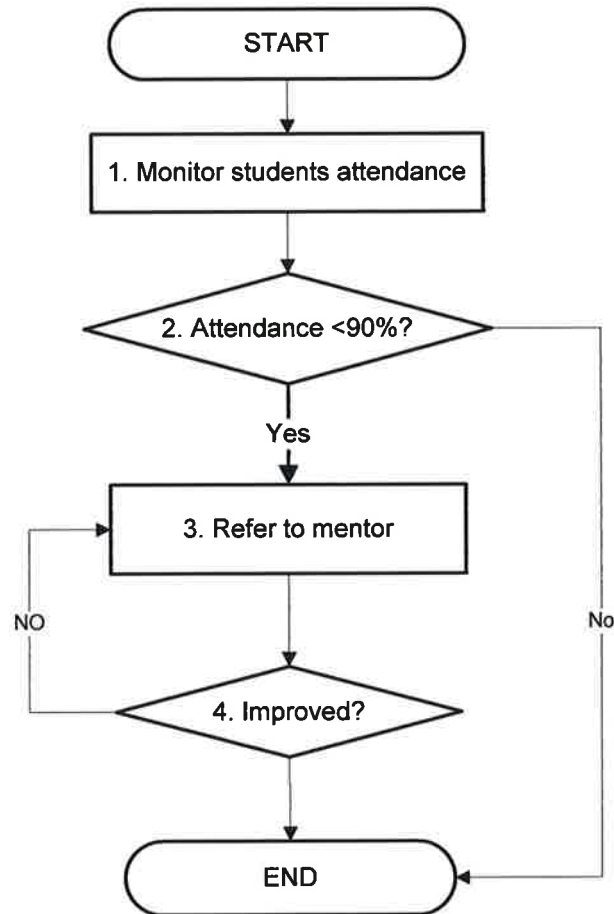
## 6.0 PROCEDURE

6.1 Refer to the process flow chart as in the next page.



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## 7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Monitor students attendance	Course lecturer	Attendance sheet	By mid semester break
2	Attendance <90%? <ul style="list-style-type: none"> <li>• If Yes, go to no. 3</li> <li>• If No, go to END</li> </ul>	Course lecturer	Attendance sheet	By mid semester break
3	Refer to mentor	Course lecturer, Mentor	Notification to Mentor	By mid semester break
4	Improved? <ul style="list-style-type: none"> <li>• If Yes, go to END</li> <li>• If No, go to no. 3</li> </ul>	Course lecturer, Mentor	Attendance sheet	As scheduled by Exam Unit

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## 8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Attendance sheet	Course lecturer	3 years
2	Notification to Mentor	Mentor/ Course lecturer	3 years