

Internship **Attendance Policy**

Interns should comply with the following Internship attendance rules:

- a. Interns will be permitted up to 5 days of emergency absences in case of unforeseen reasons. Absences must be justified¹ and supported by the right /official documents. Absences must be reported to both the field and Faculty Internship Advisors.
- b. Any absence beyond the 5 emergency days, even if it was for justified reasons, will automatically result in receiving an “AW” grade in the Internship course.
 - Every **3 late arrivals OR 3 early departures** will count as **1 day** absence.
 - Failure to attend the **Pre- Internship Orientation Day** will be counted as **1 day** absence.
- c. During daytime exams, intern is allowed to be absent from the Internship with a written approval from the Field Supervisor at least **3 days** in advance after sharing Exam schedule with him/her, Academic Supervisor and ICDC.

¹ Justified absences include car accidents with original police report, a death case in the family with death certificate, Sick leaves issued or authenticated by Dubai (DHA) or federal health authorities, attested medical certificates, attending UAE National Service with official communication from the concerned authority, traveling outside UAE for an emergency case like accompanying an ill family member with official letter from the local authority or from the treating hospital confirming that the student is accompanying the family member for medical treatment, attendance of an exam during official working time, which needs an approval from the field supervisor.