



CAMBRIDGE ACADEMY OF  
DENTAL IMPLANTOLOGY

# Student Attendance Policy

## PGDip/PGCert (Dental Implantology)

Cambridge Academy of Dental Implantology

## 1. Introduction

1.1 Students are expected to attend all online modules and all day of every day in each Study Week and the Clinical Training Program.

## 2. Online Modules

2.1 The taught online modules are provided as weekly sessions.

2.2 Each taught online module is made up of 5 weekly sessions

2.3 Students are expected to carry out the work described and provided in each weekly session. This may consist of webinars, videos, instructional text and reading lists.

2.4 Students prove their attendance by submitting an online post (maximum 500 words) for each weekly session.

2.5 Students have **14 days** from the start of each weekly session to submit a post.

2.6 At the end of each module students must submit a selection of posts consisting of one post per weekly session along with a Reflective Statement. This makes up 20% of the overall module mark.

2.7 Posts submitted **more than 14 days** after the start of a module **must not** be included in the end of module assessment submission.

2.8 If a student has not submitted a post, or submitted the post more than 14 days after the session start, for one or more weekly sessions the mark provided for that weekly session(s) will be zero. For example, if a student submitted only 4 qualifying posts out of the 5 required the maximum mark achievable will be 80%.

2.9 Feedback will be provided on the summative assessment of the submitted posts.

2.10 If attendance is not possible, owing to an Exceptional Circumstance, a Notification of Exceptional Circumstances (NEC) must be made using the online form found in the PGDip Student Zone website. In such circumstances the Notification of Exceptional Circumstances (NEC) policy will apply.

### **3. Study Weeks & Clinical Training Programs**

3.1 Students are expected to attend each full day of the Study Week and the Clinical Training Program when these form part of the course. Part day attendance is not permitted.

3.2 Attendance of the relevant Study Weeks and the Clinical Training Program is compulsory when these elements are a part of the course.

3.3 If attendance is not possible, owing to an Exceptional Circumstance, a Notification of Exceptional Circumstances (NEC) must be made using the online form found in the PGDip Student Zone website. In such circumstances the Notification of Exceptional Circumstances (NEC) policy will apply.

3.4 If an NEC is granted the student will be given an opportunity to attend the Study Week on the following year cohort. Extra charges will apply under this circumstance. The student will be charged for the following year's Study Week attendance.

3.5 If a student has not attended each full day of a Study Week/Clinical Training Program, and has not been granted an Exceptional Circumstance, the student will be deemed to have withdrawn from the course. No award can be given to a student who has withdrawn from the course, other than CPD hours.