

### **Role of the Vice Rector (VR)**

The role of the Vice Rector (VR) is to support **student development** by strengthening the **personal and academic well-being** of individual students in their residential college through **student care** and **student advising**.

### **When does Faculty get in touch with the VR?**

- When student needs counseling or other types of support.
- When student does not want to participate in teamwork, always alienating oneself etc.
- When the student has been identified to be at risk of failing (poor/irregular attendance, non-submission of work). Speak with the student and then inform the student's VR.

### **When Faculty alerts VR of a student:**

- VR would meet with the student. The student may require further care by a mental health professional or a doctor. VR would refer the student to these resources.
- DF (Dean's Fellow) will also provide regular check-ins on the student to ensure that the student gets the appropriate care and support needed.

### **Vice Rector's Notes (VRN)**

The concept of VR notes is derived from the Yale University model and it covers absences from classes as well as push back the deadlines for assignments without grade penalties. The criteria to receive a VR note are:

1. Death in the Family
  2. Observance of Religious Holidays
  3. Illness (Physical or Mental)
  4. Comparable Emergency (eg: a family emergency)
- Exceptional circumstances such as the ones outlined above are those for which it is generally not possible to plan. Vice Rectors' notes do not apply to extra-curricular activities. For those situations the student will have to seek the direct approval of the Faculty.
  - For criteria no 3, the student would also be referred to seek medical treatment and/or therapy.
  - A student who receives a Medical Certificate (MC) from a doctor or psychiatrist does not need a VR note as the MC functions just like a VR note.
  - A student who requires more than two weeks of VR notes will be counseled to take a Leave of Absence.

### **Locating a Student's RC affiliation**

Go to the student directory via this link and key in your student's name.

<https://students.yale-nus.edu.sg/directory/>

### **VRs email contact:**

Janelle Rahyns-VR Cendana College (rahyns@yale-nus.edu.sg)

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