



**UNIVERSITI KUALA LUMPUR
MALAYSIAN INSTITUTE OF CHEMICAL &
BIOENGINEERING TECHNOLOGY**

MEMO ACADEMIC SERVICES SECTION (AcSS)

To : All UniKL MICET/ICOLE Students
From : Examination Unit, AcSS, UniKL MICET
Date : 4 January 2017
Subject : Barred List (Attendance) September Semester 2016

Academic Rules & Regulations **13.0 : ATTENDANCE** is referred.

This is to inform according to THE UNIVERSITY RULES & REGULATION HANDBOOK 12th Edition (Academic Rules & Regulations **13.0 : ATTENDANCE**) :

- 13.1 Students must attend all classes and other instructional activities conducted by the University.
- 13.2 Students with less than 80% attendance from the total contact hours for the courses with final examinations, without reasons acceptable by the Dean, are not allowed to sit for the final examination of the course.
- 13.2.1 The subject affected in 13.2 will be given status XB. The student is deemed to have failed the course.
- 13.3 Students with less than 80% attendance from the total contact hours for the courses without final examinations, without reasons acceptable by the Dean, no further evaluation on coursework will be allowed and students will be given an overall Grade F.

To revoke from being barred, students need to fill in the Application to Revoke Bar Attendance Form (refer attached document, 1 (ONE) form for 1 (ONE) course) and get the approval from your course lecturer. All application forms must be attached with complete supporting document (MC, letter and etc.).

The completed application form and supporting document/s must be submitted to Academic Services Section (AcSS) counter within four (4) working days, **4 - 9 January 2017**.

Attachments include:

- 1. List of barred students for September semester 2016.**
- 2. Application to revoke Bar Attendance form**

For any enquiries, please contact En. Mohd Aliff Haniff bin Abdul Karim at 06-551 2033 or Pn. Siti Hasliza Yahaya at 06-551 2092.

Thank you.


Assoc. Prof. Dr. Ahmad Naim bin Ahmad Yahaya
Dean,
UniKL MICET