



**UNIVERSITI KUALALUMPUR**  
MALAYSIAN INSTITUTE OF CHEMICAL & BIOENGINEERING  
TECHNOLOGY

## ACADEMIC SERVICES SECTION (AcSS) MEMO

**To** : All Students  
**From** : Academic Services Section (AcSS)  
**Date** : 21/02/2017  
**Subject** : STUDENTS' ATTENDANCE

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Students must adhere to **13.0 ATTENDANCE** in **University Rules and Regulations Handbook 13<sup>th</sup> Edition (page 22)**, stipulated that:

- 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.*

2. Your attendance will be monitored frequently. AcSS will provide a reminder notice and it will be given to students who do not meet the conditions. The letter will also be send to parents.

3. Kindly, check your attendance in ECITIE and liaise with your lecturer if there is concern related to this matter.

4. If there any inquiries do not hesitate, to contact me at 06 – 551 2092 or Pn. Zaine Md Saad at 06 – 551 2035.

Thank you for your cooperation.

Yours faithfully,

SITI HASLIZA YAHAYA  
Head of Section  
AcSS