



ACADEMIC SERVICES SECTION (AcSS) MEMO

To : All Students
From : Academic Services Section (AcSS)
Date : 10/02/2020
Subject : STUDENTS' ATTENDANCE

Students must adhere to **13.0 ATTENDANCE** in **University Rules and Regulations Handbook 15th Edition (page 26)**, 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 sent 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, you are welcomed to contact me at 06 – 551 2092 or Pn. Norlizawati Yahya at 06 – 551 2035.

Thank you for your cooperation.

Yours faithfully,

SITI HASLIZA YAHAYA
AcSS