

**FACULTY OF MANAGEMENT**

Academic Office

Block T08 (Cluster)

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UTM.J.29.01/13.19/1/1 ( ) Date :

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Sir / Ms,

**ABSENCE FROM CLASS**

With reference to the attending list, you are found to be absent from class without a valid reason on the following days:-

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE CODE** | **NAME OF COURSE** | **DATE** | **DAY** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

2. You are advised to see me within a week from the date of this letter to provide an explanation for your absence.

3. The faculty would like to draw your attention to the following Academic Regulations **Part VII Item 1 (1), (2), and (3):**

 ***Item 1 (1)***

Students must attend all forms of class meetings (class / practical / studio and etc). If a student is absent from any class meeting, he / she has to provide and explanation for his / her absence to the lecturer concerned.

***Item 1 (2)***

Students must attend not less than 80% of class meetings EACH (1) semester as stipulated by the course including Hadir Wajib (HW) and Hadir Sahaja (HS) courses.

***Item 1 (3)***

Students who do not meet the above requirements with an acceptable reason by the University will not be allowed to attend the following class meetings and to sit for any further forms of evaluation. A ZERO (0) mark will be given for the course concerned or a Hadir Gagal (HG) will be given to the ones with a Hadir Wajib (HW) status; and marks will not appear on the transcript for the course that is registered as Hadir Sahaja (HS).

Thank you.

***“BERKHIDMAT UNTUK NEGARA”***

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name :

Position :