



Our Reference: IIUM/301/C/13/15/1

Date:

NAME : _____
MATRIC NO. : _____
YEAR : _____

السلام عليكم ورحمة الله وبركاته

WARNING FOR BEING ABSENT IN SEMESTER _____

COURSE CODE : _____
COURSE TITLE : _____
SECTION : _____

This is to warn you that to date you have missed at least **10%** of the total lecture hours of the course. According to the University's regulations, this is a serious offence. You are required to explain your absence and support it with **valid documents** immediately. **If you fail to meet the 80% attendance requirement, you will be barred from taking the final assessment of the registered course for the semester.** This carries a 'Y' grade which is equivalent to an 'F'. Your scholarship or financial loan will also be reduced by 25% in the following semester.

Please be informed that should you receive a barring letter, you have a maximum of only **three** working days from the issuance date of the letter. An appeal for revocation of barring can only be requested by lecturers, and not a student. Students should make an appeal to their lecturers by providing them with supporting documents. If they are satisfied with their students' explanation, they will request the staff in-charge at the Office of Deputy Dean (Academic and Internationalisation) to revoke their barring status.

Thank you. والسلام

(Signature and Name of Course Instructor)

Course instructor of _____ (Course Code and Section)

c.c. Head, Department of _____, AbdulHamid AbuSulayman KIRKHS

Parents/Guardian

(Delete whichever is inapplicable)

PEMBERITAHUAN KEPADA IBUBAPA/PENJAGA PELAJAR:

Anak tuan/puan tidak hadir ke kelas/kuliah sebanyak 10% daripada jumlah jam kuliah. Jika ketidakhadirannya mencapai 20%, akan diberikan gred 'Y' untuk subjek ini, yang menyamai gred 'F' (Gagal). Gred ini akan dicatitkan di dalam rekod akademik anak tuan/puan dan markah keseluruhan pengajian beliau akan jatuh. Jika ini berlaku, ada kemungkinan besar beliau akan diberhentikan daripada universiti. Pihak universiti berharap tuan/puan akan mengambil langkah yang sewajarnya untuk memastikan anak tuan/puan hadir semula mengikuti kuliah.

