



**LEADING THE WAY**  
KHALIFAH • AMĀNAH • IQRĀ' • RAHMATAN UL-ĀLAMĪN



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

Reference No : IUM/307/C/13/15/1

Date:

NAME \_\_\_\_\_

MATRIC NO \_\_\_\_\_

YEAR \_\_\_\_\_

Dear Br. / Sr.,

*Assalamu'alaikum wrt. wbt.*

**WARNING FOR BEING ABSENT IN SEMESTER ....., SESSION ...../.....**

COURSE	
SECTION	

This is to warn you that as to date you have missed 10% of your attendance in lectures. According to the University Regulation, it is a serious offence. Therefore, you are required to substantiate your absence with valid certification immediately. If you fail to meet the 80% **attendance requirement**, **you will be barred from sitting the end-of- semester examination**. This carries a 'Y' grade which is equivalent to an "F". Your scholarship/financial loan will also be reduced by 25% in the following semester.

Thank you, wassalam

\_\_\_\_\_  
Course instructor of \_\_\_\_\_

- Ce: ; Dean, Kulliyah of Science
- : Deputy Dean (Academic & Internationalisation) Kulliyah of Science
- : Head of Department \_\_\_\_\_
- : Student's File
- : Parent / Guardian Address: \_\_\_\_\_

*(Delete whichever is inapplicable)*

**PEMBERITAHUAN KEPADA IBUBAPA / PENJAGA PELAJAR**

Anak tuan/puan telah tidak menghadirkan diri ke kelas / kuliah sebanyak 10% daripada keseluruhan peratusan kedatangan. Sekiranya ketidakhadiran mencapai 20%, anak tuan / puan akan digantung dari menduduki peperiksaan akhir semester dan gred "Y" yang menyamai gred 'F' akan dicatatkan di dalam rekod akademik anak tuan / puan. Pihak Universiti berharap tuan/puan akan mengambil langkah yang sewajarnya bagi memastikan anak tuan / puan dapat memberikan lebih tumpuan kepada pengajian dan memastikan agar anak tuan / puan tidak dihalang daripada menduduki peperiksaan akhir semester. Sekiranya dihalang daripada menduduki peperiksaan.