Our Reference: IIUM/301/DDAI/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 warned that should you receive a barring letter, you have a maximum of only **three** working days from the issuance date of the letter to appeal to the Deputy Dean (Academic and Internationalization) of the Kulliyyah for revocation. Your appeal letter must clearly explain your repeated absence from class and must be attached with all the necessary documents that can justify your appeal.

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)

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**PEMBERITAHUAN** **KEPADA IBUBAPA/PENJAGA PELAJAR**:

*Anak tuan/puan tidak hadir ke kelas/kuliah sebanyak 10% daripada jumlah jam kuliah. Jika ketidakhadiranya 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.*