



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

Faculty of  
Science

KK-1

UTM.54/13.11/1/2

Date : \_\_\_\_\_

UTM Johor Bahru

Mr./Mrs./Mrs.,

**REMINDER : ATTENDANCE RECORD LESS THAN 80% OF SCHEDULED CONTACT HOURS**

**COURSE CODE** : \_\_\_\_\_

**COURSE NAME** : \_\_\_\_\_

Please be informed that according to UTM Academic Regulations Part V, Clause 20 (1), students must attend not less than 80% of the prescribed contact hours. This means that students are not allowed to attend lectures or sit for any form of assessment if they are absent for six (6) or more contact hours for a two (2) credit courses, or nine (9) or more contact hours for a three (3) credit courses.

2. Based on the attendance record available, you have been absent from lectures on the dates stated on the following page.

3. Therefore, you are hereby given a warning to continue attending lectures and to ensure that your attendance is not less than 80% of the total contact hours. Failure to meet this requirement will result in you being barred from attending lectures and subsequently from sitting for any form of assessment including final examination for the course concerned.

Thank you for your attention.

“BERKHIDMAT UNTUK NEGARA”

I, who uphold trust,

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( )

**Lecturer**

Department Biosciences / Physics /Chemistry /Mathematical Sciences

cc : Deputy Dean (Academic & Student Affairs)  
Head of Department (Biosciences/ Physics / Chemistry / Mathematical Sciences)  
Faculty of Science, UTM

**FACULTY OF SCIENCE**  
**UNIVERSITI TEKNOLOGI MALAYSIA**

**ATTENDANCE LESS THAN 80% OF PRESCRIBED**

**CONTACT HOURS FOR A COURSE**

**(ACADEMIC REGULATIONS PART VII)**

(Please complete in two (2) copies)

Student Name : \_\_\_\_\_

Programme : \_\_\_\_\_

Course Code : \_\_\_\_\_

Course Name : \_\_\_\_\_

**LECTURE ABSENCE RECORD**

NO.	DETAILS	DATE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Lecturer Name : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_