



Ref. No.	Description	Form/Report
1	Students should know whether they have the MC or not.	
2	Students have to prepare the supporting documents if did not have the MC.	
3	Students have to know the type of absence whether absence from class or final exam.	
4	If the students absence from class, they should print out and fill up the absence of class form. The form can be download in FET Website.	
5	Student must submit the completed form together with MC to the faculty office immediately after fill up all the form. Confirmed result will be announced within 1 week and the students can take the approval form from the dean at FET office.	
6	The students should submit the copy of MC and the approval form to the lecturer and the lecturer will make the further action based on the absence.	
7	If the students absence from the final exam, they should submit the MC or supporting documents to the ERU. ERU will make the further action.	

No.	Description	Form/Report
1	To be considered for such a absence, a candidate must state his reason for applying and enclosed other documents that could support his application.	
2	The students should know that the attendance for the classes should exceed 50% to avoid the bar from the final exam.	
3	Application for absence shall be approved by the Dean of the Faculty of which the student is studying. The Board of Faculty will be informed of the decision.	
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