Ruj. Kami : UTM.J.53.02.02/13.19/1/3 ( )

Tarikh :

 *Date :*

|  |  |  |
| --- | --- | --- |
| Nama Pelajar*Student’s Name* | : |  |
| No. Kad Pengenalan*I C No.* | : |  |
| Kursus*Course* | : |  |
| Fakulti*Faculty* | : |  |

Saudara,

*Sir/Ms,*

**DITAHAN DARIPADA MENDUDUKI PEPERIKSAAN AKHIR (*BARRED FROM TAKING THE FINAL EXAMINATION)***

**SEMESTER (*SEMESTER)* I / II SESI (*SESSION)* \_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_**

Dengan segala hormatnya, perkara di atas dirujuk.

*Please refer to the above.*

2. Mengikut rekod kedatangan, kehadiran saudara bagi kursus di bawah adalah kurang daripada 80%. Butir-butir ketidakhadiran saudara adalah seperti berikut:-

 *According to the attendance record, your attendance for the following course is less than 80%. Details of your absence are as follows:-*

|  |  |  |  |
| --- | --- | --- | --- |
| **KOD KURSUS***COURSE CODE* | **NAMA KURSUS***NAME OF COURSE* | **TARIKH TIDAK HADIR KULIAH***DATES OF ABSENCE* | **BILANGAN JAM TIDAK HADIR KULIAH***NO. OF HOURS OF ABSENCE* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3. Pihak Akademi Bahasa ingin menarik perhatian saudara bahawa mengikut Peraturan Akademik Program Sarjana Muda Sepenuh Masa (http://aimsweb.utm.my/pengumuman/Peraturan%20Akademik %20 Terjemahan.pdf), Bahagian VII Perkara (1), (2), dan (3): **Panduan Tindakan Ke Atas Pelajar Yang Menghadiri Kuliah Kurang Daripada 80%:**

*The Language Academy would like to notify you of the following attendance stipulation as stated in the Academic Guidelines for Full Time Undergraduate Programmes (http://aimsweb.utm.my/pengumuman/Peraturan%20 Akademik%20Terjemahan.pdf), Part VII Items (1), (2) and (3): Guideline On Action To Be Taken On Students With Less Than 80% Attendance:*

..2/-

-2-

1. ***Pelajar hendaklah menghadiri semua bentuk pertemuan kursus (kuliah / amali / studio dan sebagainya). Sekiranya pelajar tidak menghadiri pertemuan kursus, pelajar hendaklah memaklumkan sebab-sebab ketidakhadirannya dengan kadar segera kepada pensyarah yang berkenaan.***

*Students must attend all forms of scheduled face-to-face learning activities (lectures/practical/studio etc.). If students do not attend these activities, the student will have to inform his/her lecturers immediately and provide reasons for his/her absence.*

1. ***Apabila ketidakhadiran seseorang pelajar tanpa sebab yang diterima oleh universiti untuk sesuatu kursus itu melebihi 20% daripada jumlah keseluruhan jam pertemuan, pelajar akan diberikan markah sifar (0) bagi kursus yang berkenaan dan pelajar dikehendaki mengulang kursus tersebut.***

*Students who have been absent for more than 20% of the total number of scheduled contact hours of learning activities for a course without valid reasons accepted by the university will be awarded ZERO (0) mark, resulting in the student having to repeat the course.*

4. Dengan ini pihak akademi mengambil keputusan menahan saudara dari menduduki peperiksaan akhir dan akan memberi markah sifar (0) bagi kursus berkenaan dan saudara dianggap gagal bagi kursus tersebut serta dikehendaki mengulanginya.

 *Thus, the faculty has made the decision to prohibit you from taking the final examination. According to the Academic Procedure, a ZERO (0) mark will be given for the course and you are considered to have failed this particular course.*

Sekian, terima kasih.

*Thank you.*

**“Berkhidmat Untuk Negara Kerana Allah”**

Saya yang menjalankan amanah,

*(I, who uphold trust)*

**DR ABDUL RAHIM BIN HJ SALAM**

Timbalan Dekan (Akademik & Hal Ehwal Pelajar)

*Deputy Dean (Academic & Student Affair)*

Fakulti Sains Sosial dan Kemanusiaan

*Faculty of Social Sciences and Humanities*

UTM Johor Bahru

🕿 31803

🖂 m-arahim@utm.my

s.k. - 1. Timbalan Dekan (Akademik & Hal Ehwal Pelajar)

cc (*Deputy Dean-Academic & Student Affair*)

 Fakulti Pelajar *(Student’s Faculty)*

 UTM Johor Bahru

 2. Pengerusi Akademi Bahasa, FSSK UTM Johor Bahru

 *Chair of Language Academy, FSSH UTM Johor Bahru*

 3. Nama Pensyarah *(Lecturer’s Name)*

 Kod Kursus & Seksyen *(Course Code & Section)*