

Guidelines to Barring Policy as agreed by Special Senate No. 74 (29.05.2012):

- a) Attendance shall be counted immediately from Week 1 in every trimester. Any absence from class without valid reasons and evidence will be recorded and students who fail to achieve 80% of the attendance should be barred;
- b) The attendance for lectures, tutorials, labs and studios should be counted separately. If a student fails to achieve 80% of the attendance for either lectures, tutorials, labs or studios, s/he must be barred from sitting for final examination for that particular subject;
- c) The attendance must be counted until the day when the barring list is submitted;
- d) For students with medical certificates which contribute to more than 20% of the absence in the respective trimester, the Faculty/Center must advise him/her to take leave of absence as he/she will be deemed as unfit to go through the whole trimester's workload;
- e) All lecturers are strictly required to exercise the barring practice and student attendance must be recorded in the Attendance System. Lecturers who do not adhere to this Policy and guidelines shall be liable for disciplinary action by the Dean and Management;
- f) The final barring list must be submitted to Examination and Records Unit on Monday of Week 13 (for long trimester) or week 7 (for short trimester).