



POLICY ON ATTENDANCE AND EXAMS (for Students)

- 1) Attendance is compulsory for students taking a CLIC course for credit or for a Digital Badge/Certificate.
- 2) Students taking a language course for credit or for a Digital Badge/Certificate cannot miss more than 3 classes (regardless of the reason). Any further absence may lead to penalties applied to the final mark (after moderation).
- 3) Reminders will be emailed to students from Chemistry, Chemical Engineering or Material Science if they fail to attend 3 classes. All correspondence will be copied to the relevant contact in the student's home department and to the CLIC Director.
- 4) Students taking the course for credit (or possibly for Paper 8) can only attend 1 course (i.e. 1 level) per language. The decision as to what level they attend is solely made by the Coordinator based on his/her assessment of the student.
- 5) Students are only allowed to change levels within the first 2 weeks of the course (at the teacher's discretion).
- 6) Students can take more than 1 course (in different languages).
- 7) Any student failing to attend the final exam will be awarded a "0" for that component.