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.