

LANGUAGE UNIT POLICY ON ATTENDANCE AND EXAMS (for Students)

- 1) Attendance is compulsory for students taking an LPE course for credit or for a Certificate.
- 2) Students taking a language course for credit or for a 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 classes. All correspondence will be copied to the relevant contact in the student's home department and to the Language Unit 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) but should note that they may not be able to sit all the respective exams (in the case that they take place at the same time).
- 7) There is no possibility to sit the final exam (listening, reading and writing) other than on the set date.
- 8) Any student failing to show up for an exam will be awarded a "0" for that component.