MONASH University
Sunway campus

WEEKLY ATTENDANCE SHEET

Student Name: _____ **Week Ended:** _____

(According to Passport) *DD-MM-YY*

Student ID: _____ **Contact No:** _____

Course Name: _____ **Course Code:** _____

(In Full)

Unit Code	Type	Actual Hours	Day	Date	Time	Hours Attended	Name of Lecturer/ Instructor	Signature of Lecturer/ Instructor
Unit Total Actual Hours			**Unit Total Hours Attended**					
Unit Total Actual Hours			**Unit Total Hours Attended**					
Unit Total Actual Hours			**Unit Total Hours Attended**					
Unit Total Actual Hours			**Unit Total Hours Attended**					
Unit Total Actual Hours			**Unit Total Hours Attended**					
Week Total Actual Hours			**Week Total Hours Attended**					

Notes:

a) Type: L = Lecture; T = Tutorials; B = Lab; C = Computer Lab; D = Others

b) Time: class/session start time

c) Hours attended: 0.5 = 30min; 1.0 = 1hr; A = Absent with valid reason; X = Absent without valid reason

Confirmation by the Course Management Office (CMO)

The list above is confirmed to show all periods of instruction scheduled for this student.

Name	**Authorised signature/stamp**	**Date**

For CMO Use

Absent ≥ 3 consecutive days without a valid reason   =   ☐ Yes* ☐ No

(* *If Yes, escalate to Student Services*)

Verified by: _____

Name of Staff

Version: **20130716**

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Instructions for International Students

1. Download and print a copy of the Weekly Attendance Sheet from the website (*insert URL*) at the beginning of each semester.

2. Complete the columns: 'Unit Code'; 'Type' and 'Actual Hours' according to Unit.

3. Print a copy of your timetable and attach it with the printed copy of the Weekly Attendance Sheet.

4. At the end of each class, fill in class information and have the details verified and signed by the respective lecturer/instructor.

5. At the end of each week, compute the 'Unit Total Hours Attended' of each Unit and the 'Week Total Hours Attended'. Submit the Weekly Attendance Sheet to the CMO latest by the following Monday along with your timetable. For any non-attendance with valid reasons, submit the necessary supporting documents to the CMO. You are responsible for being aware of, and adhering to the rules and procedures, as stipulated by the CMO at your school, with regard to non-attendance.

6. Weekly Attendance Sheet with any form of erasure or alteration will not be accepted, unless verified by the respective lecturer/instructor.

7. Non-submission of Weekly Attendance Sheet or incomplete documents submitted will be considered as non-attendance, which may be reported to the Minsitry of Higher Education and the Immigration Department. This may subsequently result in your student pass being cancelled and you having to return to your home country.

Instructions for Lecturers/Instructors

1. Please ensure that the student has attended the required class prior to signing the Weekly Attendance Sheet at the end of each class.