

## VERY IMPORTANT

### Attendance and make-ups

- Regular attendance is compulsory.
- Student **has to** make up for all the missed exercises and 80% of missed seminars.
- A student can do make-ups for up to 30% of practical classes.
- **Student who misses more than 30% of practical classes shall repeat the year of studies.**
- Student has to pay additional fee for each make-up of the exercises.
- The Course director and members of the Department are those that decide about make ups. We kindly ask the students having problems with missed classes to direct their pleas and complaints to the appropriate Course director first.
- If at all possible it is preferable and strongly recommended that you inform your Course directors in advance on any absences, especially longer ones, so that you could get their approval, avoid misunderstandings and make arrangements that secure you remain eligible to take examination.