

## **Academic general regulation as appearing in the current calendar (2021/2022) page 70**

*“010.11 If a student is unable to take part in a class (face to face and/or online) due to illness or due to quarantine or isolation for medical purposes, he/she should notify the Dean of Student Affairs or Co-ordinator of Student Services in the case of the Institute of Distance Education of this fact as soon as possible. Certification from a recognised health officer is required in support. Prior permission or good supporting evidence will be necessary for circumstances other than ill health”*

### **Notes from the Office of Coordinator Students' Support Services**

1. Students are reminded to adhere to this regulation
2. Students are reminded that they are allowed to send reports through anyone they trust will deliver the message to the University
3. Any report given after 14 days will not be treated as “as soon as possible” as stated in the above regulation.
4. When preparing their reports students should :
  - a. Write a formal letter in word document
  - b. The letter should state problem in full
  - c. The letter must include- student name, surname, student ID, student contact, programme, level and lecturer to be contacted together with the course code to be affected by student's absence.
  - d. This letter should be emailed to [nomabuza@uniswa.sz](mailto:nomabuza@uniswa.sz) or hand delivered to the Coordinator Students' Support Services
  - e. The letter must be accompanied by supporting documents as per the requirement of the regulation.
  - f. For clarification students may call Coordinator Students' Support Services at 25170275
5. Regrettably the office has no WhatsApp services

**Please note:** Students are encouraged on reporting before missing a study session.