



### **Guidelines for Class Attendance Regulations Item no. 6 (d) and (e)**

#### Item No. 6 (d):

Not being able to attend class for medical reasons. Written proof issued by one of the health centers of the Macao Health Bureau, the Hospital Center of C.S.J., the Kiang Wu Hospital or the University Hospital (Macao University of Science and Technology) is required.

#### Item No. 6 (e):

Situations or events caused by major force means unpredictable, unpreventable situations caused by fire accident, typhoons, floodings, or other natural disasters, wars, a riot, revolt, etc. Besides, the following are not regarded as instances of being absent:

1. Marriage Leave – one day on wedding day, one day on marriage registration, written proof is required;
2. Birth Delivery – written proof issued by one of the health centers of the Macao Health Bureau, the Hospital Center of C.S.J., the Kiang Wu Hospital or the University Hospital (Macao University of Science and Technology) is required;
3. Funeral Affairs of primary blood relations or marital relations, or secondary blood relations – valid proof document is required;
4. Medical treatment outside Macao – Foreign students (non-resident of Macao) return to their own residential area for medical treatment, should provide written proof document from the hospital or registered doctors of that area;

For other circumstances, approvals from authorized entity are required. Students not being able to attend classes due to any of the above reasons should report to the Division for Student Affairs with valid proof within 5 working days after they resume classes. MPI reserves the right whether to accept the absent explanation.

Note: All proof documents should be in original copies; verified copies are required to be stamped “conformed with original copies” or students should bring along the originals and the photocopies for MPI staff’s verification.