

CHUO CHA USIMAMIZI WA FEDHA
THE INSTITUTE OF FINANCE MANAGEMENT
(ESTABLISHED UNDER THE ACT No. 3 OF 1972)

OFFICE OF THE REGISTRAR



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ATTENDANCE OF ON GOING LECTURES AND TUTORIALS

We have noticed that, some students do not attend classes, we urge all students to attend classes (ie Lectures and tutorials). I would like to refer you to extract of section **10.1 (ii)** of Examination regulations from IFM-prospectus on eligibility for sitting for examinations as follows:

- “**10.1** A student shall be allowed to sit for any Institute's examination if he/she meets the following criteria:
- (i) Must be a duly registered student for the particular semester.
 - (ii) **Has a minimum attendance of 75 per cent of contact hours.”**

We therefore urge every student to attend classes.

In addition the Registrar's office would like inform you that due to continuation of registration process, there will be re allocation of lecture venues, we therefore advise you to look on the website every **SATURDAY** where new versions of the timetable will be uploaded until the release of a “**FINAL VERSION**”, you should always update yourself.

ISSUED BY THE OFFICE OF THE REGISTRAR

9TH NOVEMBER 2017

