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**Basic requirements:**

- **Punctuality:** come to class on time and deliver your assignments as requested. Respect deadlines. Do not be absent unless absolutely necessary. Remember that you can be absent to a maximum of 5 classes, after which you will lose the right to take the final exam.

- **Responsibility:** do your part! Take your classes seriously and complete your individual and group assignments to the best of your ability. If you study every week, you will not need to struggle during the midterm and final exams/reports period.

- **Open communication:** talk to your classmates and to your teacher. If you have a problem or a question, do not hesitate in contacting your teacher to discuss it. Keep your teacher informed about your absences and/or problems with your assignments so that appropriate action can be taken and you don’t fall behind.

- **Participation:** you are requested and expected to actively participate in class. Always feel free to express your opinion and ask any questions that may arise during our activities.

- **Tidiness and presentation:** please remember that you are a university student, and as such you are expected to deliver your answer sheets, assignments and reports in a neat fashion, written clearly (preferably printed out in the case of reports) and on clean and presentable paper. Always provide your full name and student number clearly.

Should you be absent, contact your teacher in order to confirm what assignments you will need to complete before next class. If reading materials or special activities are assigned, these will be uploaded and available through the lecture’s web page: aedwsaidai.kazmatrix.com

Please remember to check for updates often, even if you are not absent!

Thank you!