

## Mandatory course attendance

### 1. Mandatory course attendance

Requirements in terms of course attendance and consequences in case of non-compliance will be defined and communicated for each course.

Unless otherwise notified, the following applies to **tutorials** at the Faculty of Economics and Management:

- Students may absent themselves from **a total of two tutorial sessions without justification or consequences** per semester.
- Students must notify non-attendance to the lecturer ahead of the session.
- **Further non-attendance** will only be tolerated in urgent, unforeseen and unavoidable circumstances. Such circumstances include illness, accident, the birth of a child, death of a close relative and serious disruption to traffic (evidence required). Documentary evidence and medical certificates must comply with the requirements below.

### 2. Documentary evidence

At the third non-attendance at tutorial sessions in the same semester, students **must submit original documentary evidence** or consequences will be incurred. Illness or accident are to be evidenced by a medical certificate, the birth of a child by a birth certificate, death of a close relative by a death certificate or obituary, and serious disruption to traffic by confirmation from the transport company (railway, airline, etc.).

If the student is unable to submit the original document by the date of the tutorial, it must be received by the Student Administration Office, together with a statement of the reason for the delay, no later than five (5) working days after the tutorial. If posted, the date of postmark shall serve as proof:

Universität Luzern  
Wirtschaftswissenschaftliche Fakultät  
Studienadministration  
Frohburgstrasse 3  
Postfach 4466  
6002 Luzern

### 3. Medical certificates

Medical certificates will only be accepted if all the following conditions are met:

- Like all other documentary evidence, medical certificates must be signalled ahead of the tutorial. Post-appointment confirmations will not be accepted.
- Medical certificates must show the date, stamp and doctor's original signature. Medical certificates with a scan of the doctor's signature will not be accepted.

#### Note

Issuing and/or using medical certificates or other documents containing false or fraudulent information may have consequences under criminal law (cf. In particular Art. 251 and 318 of the Criminal Code). Certificates which appear to have been issued "as a favour" will be notified to the authorities. The Dean's Office reserves the right to consult an independent medical examiner.