



Attendance List Working Students Paid Educational Leave
Classes taught after 4 pm and/or during the weekend
Academic Year -
..... Trimester

Original lists to be sent to: Onderwijs- en Studentenadministratie, Pleinlaan 2, 1050 Brussel

Name student: Student number:
 Program:
 Course unit title:
 Lecturer:

	Date	Number of hours present	Number of hours absent	Name Lecturer	Signature Lecturer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I, the undersigned, declare:

Total number of hours actually taught:
 Total number of hours present:
 Total number of hours of authorized absence:
 Total number of hours of unauthorized absence:

Date and signature student:

Use a separate list for each course unit. Each list needs to contain all contact hours (including cancellations, absence of lecturer,...)

Deadlines for handing in:

1st term – before winter holiday, 2nd term – before spring term, 3rd term – before June 30th.