

# Seminar Attendance Sheet

School of Electrical Engineering and Telecommunications

Student Number: \_\_\_\_\_ Program Code: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Start Thesis A in Session \_\_\_\_\_ Year \_\_\_\_\_

**Notes:**

1. Each thesis student must attend 6 seminars and have each attendance signed off by a member of the academic staff who is present at the seminar.
2. You need to have your form signed BEFORE you leave the seminar room.
3. The seminar that you are the chair-person is counted as 1 seminar attendance. Enter details of this seminar in a separate table (see below).
4. Keep this sheet until you have attended 6 seminars, then hand it in to the School Office.
5. Although third year students are encouraged to attend, you will only gain credit for attendance if you are currently enrolled in Thesis A or Thesis B.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Record of Seminars Attended:***

	Date/Time	Seminar Topics	Speaker	Name of Academic staff	Staff signature
1					
2					
3					
4					
5					
6					
7					

***Record of Seminar Chaired:***

	Date/Time	Seminar Topics	Speaker	Name of Academic staff	Staff signature

***For EE&T School Office use only***

Attendance record been updated: Yes / No

Thesis A marks been finalised: Yes / No

Name of School Office staff: \_\_\_\_\_ staff's signature: \_\_\_\_\_ Date: \_\_\_\_\_