



APPLICATION FOR MAKE-UP EXAM (only for those absent for exam)

Please use capital letters

I. PARTICULARS OF STUDENT

Name in Chinese (as printed on ID) _____ Student No. _____
Name in English (as printed on ID) _____ Contact No. _____
Correspondence Address _____
E-mail Address _____
Program Bachelor of Business Administration Bachelor of International Tourism Management

Original Exam Date _____
Course Code _____ Course Title _____
Reason for Absence _____

Notes

- 1. Application for make-up exam is only applicable to those who are unable to attend the exam because of special condition. Each subject can only apply for a make-up exam.
2. Students should provide supporting documents for approval purpose.
3. The School of Continuing Studies has the final decision on whether the application will be approved.
4. Students will be notified in writing of the appeal result within 7 working days upon completion of all the procedures.
5. With regards to the Rules and Regulations for make-up exam, please refer to the latest Student Handbook.

Personal Declaration

I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the Personal Data Collection Statement of Macau University of Science and Technology.

Student's Signature _____ Date _____

II. FOR OFFICE USE ONLY

Approved Not Approved

Reason _____

Director's Approval _____ Date _____