



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 \_\_\_\_\_