

Academic Registry (Taught Postgraduate Studies Section)
Application for Make-up Examination (Semester/Trimester __, 20 __/20 __)

1. Students will be notified of the result of their applications for make-up examination by early January / June via email.
2. Application for make-up examination, together with documentary evidence, has to be submitted to the Academic Registry (Taught Postgraduate Studies Section) within 5 working days after the missed examination. Late application or application without documentary evidence will NOT be processed.
3. If your absence is due to illness, the original medical certificate, together with the [Form of Medical Certificate](#), completed by a qualified medical practitioner must be submitted with this application form to the Taught Postgraduate Studies Section.
4. No further arrangements would be made for students who are absent from the approved make-up examinations.

Part A: To be filled in by student

Student Name: _____ (_____) Student No.: _____
(in English) (in Chinese)

Programme/Option: _____ Study Year: _____ Contact Tel. No.: _____

I hereby submit my application for make-up examination(s) for the following course(s):

Course 1:

Code: _____ Section: _____ Title: _____

Instructor(s): _____ Teaching Department: _____

Scheduled Examination Date: _____ Time: _____ Venue: _____

Course 2:

Code: _____ Section: _____ Title: _____

Instructor(s): _____ Teaching Department: _____

Scheduled Examination Date: _____ Time: _____ Venue: _____

Course 3:

Code: _____ Section: _____ Title: _____

Instructor(s): _____ Teaching Department: _____

Scheduled Examination Date: _____ Time: _____ Venue: _____

Course 4:

Code: _____ Section: _____ Title: _____

Instructor(s): _____ Teaching Department: _____

Scheduled Examination Date: _____ Time: _____ Venue: _____

Reasons for Absence (supporting documents are required):

Signature: _____

Date: _____

Part B: For office use

Recommendation of Course Instructor and Department / Programme Head

Notes: (a) Please see the General Regulations stipulated in the current Calendar / Bulletin for rules concerning make-up examinations.

(b) A new examination paper should be set for the make-up examination.

(1) I recommend / do not recommend* the applicant for make-up examination for Course _____
(please fill in course code)

Comments: _____

Course Instructor: _____ Date: _____
(Signature)

(2) I support / do not support* the course instructor's recommendation.

Comments: _____

Department / Programme Head: _____ Date: _____
(Signature)

*Please delete where appropriate

Decision of Academic Registry (Taught Postgraduate Studies Section)

Approved () Disapproved ()

Section Head: _____ Date: _____
(Signature)

Comments, if any _____

For Use of Academic Registry (Taught Postgraduate Studies Section)

Application received on _____ by _____

Documentary proof received on _____

Student notified of final decision on _____ Date of make-up examination _____

Personal Data (Privacy) Ordinance

Personal Information Collection Statement

Persons who supply personal data in their applications to the Academic Registry (Taught Postgraduate Studies Section) for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. After the applications have been processed, relevant data will be transferred to the student record system of the University.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Academic Registry (Taught Postgraduate Studies Section)
AAB 904, Level 9, Academic and Administration Building,
Baptist University Road Campus,
Hong Kong Baptist University
Kowloon Tong, Kowloon