



緩考申請表

APPLICATION FOR MAKE-UP EXAMINATION

- * 請於填表前細閱注意事項。 Please read the notes before completing this form
* 相關通知將發送至校內郵箱，請學生注意查閱。 Please refer to your university assigned email for notification.

學生個人資料 PERSONAL INFORMATION OF STUDENT

姓名 Full Name	:		學號 Student No.	:	
學院 Faculty	:		電話 Contact No.	:	
課程層級 Degree Level	:	<input type="checkbox"/> 先修班 Pre-U <input type="checkbox"/> 學士 Bachelor <input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctoral			

原定考試日期及時間 Original Examination Time	緩考科目名稱及編號 Course(s) Title & Code	授課老師意見 Teacher's Comment		
		同意 Agree	不同意(需註明原因) Disagree (Please specify the reason)	授課老師簽名
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

緩考之原因
Reason of Examination Absence : _____

* 因校內考試衝突申請緩考者，必須詳列時間衝突之科目名稱及編號。經審批通過後將豁免申請費用，科目成績按正常計分。
Students applying for deferred exams due to conflicts with internal examinations must provide the Course(s) Title & Code of the conflicting subjects. Once approved, the application fee will be waived, and the grades for the subjects will be calculated as normal.

注意事項 NOTES :

- 1 學生提出申請緩考前必需先將此申請表經授課老師簽署意見及簽名後再遞交學院/通識教育部行政職員。
Students applying for Make-up Examination must have their application approved and signed by teacher(s) of the course before submitting to the Faculty/General Education Department Administrative staff for processing.
學生需按大學收費標準繳交緩考手續費，詳情可諮詢財務部。學生須於收到繳費通知5個工作日內完成繳費，否則視為放棄提交之緩考申請。
- 2 Students should pay the make-up examination fees at the Finance Division. Please contact Finance Division for details. Students should complete the payment within 5 working days after the notification issued. Failure to pay on time will be considered as giving up the application.
申請批准後，緩考時間及成績公佈日期將由學院/通識教育部按實際情況作出編排及公告。
- 3 After the application is approved, the date and result of make-up examination will be arranged and announced by the Faculty/General Education Department.
- 4 緩考結果僅為 "及格" 或 "不及格"。
The Grade of Make-up Examination will be either "D(passed) " or "O (failed)".

學生簽名 : _____ 日期 : _____
Applicant's Signature Date

課程主任意見及簽名 Programme Coordinator	<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree (理由 Please Specify the Reason)	日期 Date
院所領導意見及簽名 Dean of the faculty	<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree (理由 Please Specify the Reason)	日期 Date
教務處意見及簽名 Registry	<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree (理由 Please Specify the Reason)	日期 Date