

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
THE GRADUATE SCHOOL
Application Form for Absence from Examination

According to clause 12.6 of the General Regulation Governing Postgraduate Studies, a student who for medical or other compelling reasons is unable to sit for any course examination shall apply in writing with documentary evidence to the dean of the Graduate School at the earliest possible instance but not later than five working days after the examination concerned for permission for absence. In the case of illness/injury, the application shall be accompanied by a certificate signed by a qualified medical practitioner. A student who is absent from any examination without permission shall be given a failure grade in that examination.

Personal Information Collection Statement:

1. The personal data provided on this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. For correction of or access to the personal data after submission of this form, please contact the Graduate School at 842-73900 or email to: pgs@cuhk.edu.cn.
3. Information provided on this form may be transferred to other departments/administrative units within CUHK(SZ) for consideration and granting approval, where applicable.

Section I (To be completed by Student)

Name (Chinese) _____ (English) _____

Student I.D. No. _____ School _____ Year of study _____

Details of the Examination concerned:

Course code _____ Course title _____

Offering Term/Year _____ Original examination date and time (dd/mm/yy) _____

Reason for absence from examination (please attach supporting document and medical certificate, if applicable):

Signature of Student _____ Date _____

Section II (To be completed by Course Teacher)

Course Teacher: Endorsed Not Endorsed

Comments _____

Signature _____ Date _____

Section III (Approval by Programme Director/Supervisor)

Approved Not Approved

Remarks _____

Signature _____ Date _____

Section VI (Approval by Chairperson of the Graduate Panel)

Approved Not Approved

Remarks _____

Signature _____ Date _____

Section V (Approval by the Dean of the Graduate School)

Approved Not Approved

Remarks _____

Signature _____ Date _____