



補考申請表 (僅供缺考者)
APPLICATION FOR MAKE-UP EXAM (only for those absent for exam)

注意事項 NOTES

- 有關補考之規定，請參閱最新學年學生手冊之「學業規則」。With regard to the Regulations for Make-up Examinations, please refer to the sections on "Rules and Regulations for Study" in the latest Student Handbook.
- 大學保留修訂及闡釋上述規定的一切權利。The University reserves all rights and privileges in amending and explaining the above regulations.

學生個人資料 PARTICULARS OF STUDENT

學生姓名 : _____ 學生編號 : _____
Student Name : _____ Student No. : _____
學院 : _____ 課程 : _____ 專業 : _____
Faculty : _____ Program : _____ Major : _____
學年, 學期 : _____ 聯絡電話 : _____ 電郵地址 : _____
Year, Semester : _____ Contact No. : _____ E-mail Address : _____

本人明白上述聯絡電話及電郵地址僅作本次申請之用，如有需要，本人須自行透過 WeMust 更新。
I understand that the above contact number and e-mail address are for this application only; any necessary updates will be done by myself through WeMust.

原定考試日期 : _____ (年/月/日)
Original Exam Date : _____ (YY/MM/DD)

缺考科目編號 : ① _____ ; ② _____ ; ③ _____
Course Code : ① _____ ; ② _____ ; ③ _____

缺考科目名稱 : ① _____ ; ② _____ ; ③ _____
Course Title : ① _____ ; ② _____ ; ③ _____

*缺考之原因 : _____
Reason for Absence : _____

* 申請者應提供有效之證明，以便學院辦公室/通識教育部審批。
Applicants should provide the Faculty Office/Department of General Education with supporting documents for approval purpose.

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

備註 Remarks :

- 補考科目如涉及學院及通識教育部必須各填寫申請表格並分別遞交至相關學院/部。
Two separate application forms should be completed and submitted respectively if both Faculty courses and DGE courses are involved.
- 批核結果一般於申請文件收妥後五個工作天內透過電郵通知學生。獲准補考的學生可於補考日期前一週瀏覽學生門戶網站/WeMust Student APP 之通知公告或向學院辦公室/通識教育部查詢補考安排。
Students will normally be notified about the results by email within 5 working days from receipt of all required documentation. Student approved to take the make-up exam may get the arrangement details from Student Portal /WeMust Student APP in the week before the Make-up Exam or they may enquire at the Faculty / Department of General Education Office.
- 因特殊情況或病重要求特殊評分者，須由學院/通識教育部和教務處按個別情況作出審批。
In the event of request owing to special circumstances or students with serious illness, the Faculty / Department of General Education and Academic Affairs Office will make final decision on related arrangements according to each individual situation.

校方專用 FOR OFFICE USE ONLY

學院/通識教育部 FACULTY /DEPARTMENT OF GENERAL EDUCATION

意見 : _____ 負責人簽名 : _____ 日期 : _____
Comments : _____ Authorized Signature : _____ Date : _____

批准 不批准
Approved Not Approved

學院院長/通識教育部主任核准 : _____ 日期 : _____
Approved by Dean/DGE Officer : _____ Date : _____

教務處處長確認 (特殊評分適用) : _____ 日期 : _____
Confirmed by Head of Academic Affairs Office (For Special Rating) : _____ Date : _____

已電郵通知學生相關結果 負責人簽名 : _____ 日期 : _____
Student has been notified of results by email Authorized Signature : _____ Date : _____