

## SPECIAL EXAMINATION APPLICATION FORM

1. Student is required to read and understand the Rules and Regulations pertaining special examination in the student handbook.
2. Reasons, requirements and procedures for special examination:

Description	Requirements and Procedures
Special examination for student could not attend the final examination due to health issues, emergency or death cases	<p>Requirements:</p> <ol style="list-style-type: none"> <li>a) Student who has health problem must have the Medical Certificate from Government Hospitals and/or verification by UMP Medical Doctor only.</li> <li>b) Student who lost his/her close family member (mother, father, guardian, sibling, husband, wife, and children) will be given three (3) days of approval. Death certificate must be submitted.</li> <li>c) Student who faces emergency cases or has the obligations to take care of the sick family members must enclosed together with the related supporting documents.</li> <li>d) Student who falls ill while sitting for the examination may request for examination postponement together with the verification by UMP Medical Doctor.</li> <li>e) Any student who undergoes treatments due to operation, psychological matters or contagious disease must obtain the verification from UMP Medical Doctor.</li> </ol> <p>Procedures:</p> <ol style="list-style-type: none"> <li>a) All students stated above must submit the application form, cover letter and related documents to the faculty within three (3) days from the day the student is absent for the course examination.</li> <li>b) If the is no application submitted within this period, without valid reasons, the student is considered fail in the examination. He/she is required to repeat the subject.</li> <li>c) The mark for special examination will replace the final examination mark only while the course work mark is retained and will be counted in the CPA and GPA calculation.</li> </ol>

### SECTION I (To be completed by Student)

Student Name	:				
Student ID	:		IC/Passport No.	:	
Programme	:		Faculty	:	
CPA & GPA	:				
Candidature	:	Full Time / Part Time			Current Semester/Academic Session

I, as per information above, would like to request for special examination as follows:

Course Name	:	
Lecturer's Name	:	
Faculty (that offer the course)	:	
Category	:	
Justification	:	

Hereby, I attached following documents as required:

<input type="checkbox"/>	Cover Letter
<input type="checkbox"/>	Medical Certificate by Government Hospital / UMP Medical Centre
<input type="checkbox"/>	Death Certificate
<input type="checkbox"/>	Other supporting documents (Please specify): _____
	_____
	_____

Student's Signature :	Date:
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**SECTION II (To be completed by UMP Medical Doctor)**

Hereby, I verify that:

<input type="checkbox"/>	The student was sick and unable to attend the final examination.
<input type="checkbox"/>	The student has emergency case.
<input type="checkbox"/>	The student has the obligations to take care of the sick family members and unable to attend the examination.
<input type="checkbox"/>	The student has to undergo treatments due to operation/psychological matters/contagious disease.

Comment from UMP Medical Doctor:

Date:

UMP Medical Doctor's Signature and Stamp:

**SECTION III (To be completed by Head of Programme / Coordinator)**

	Approved		Disapproved
Comment from Head of Programme / Coordinator:			
Date:			
Head of Programme / Coordinator's Signature and Stamp:			

**SECTION IV (To be completed by Dean of Faculty that offered the Course - if differs from student's faculty)**

	Approved		Disapproved
Comment from Dean:			
Date:			
Dean's Signature and Stamp:			

**SECTION V (To be completed by Course Lecturer)**

The student has obtained the following result for his/her special examination:

PASS                       FAIL                      GRADE :

Comment from Lecturer:

Date:

Lecturer's Signature and Stamp:

**SECTION VI (To be completed by Dean of Faculty)**

	Approved		Disapproved
Comment from Dean:			
Date:			
Dean's Signature and Stamp:			

**SECTION VII (To be completed by IPS)**

Within rules & procedures	Further actions to be taken:				
	MPSU & Senate Matters		Administration Matters		
<input type="checkbox"/> Yes	<input type="checkbox"/> MPSU to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Verification by Dean of IPS	Date:
	<input type="checkbox"/> MPSU approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	<input type="checkbox"/> Change status in the system	Date:
	<input type="checkbox"/> Senate to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Letter to Faculty	Date:
<input type="checkbox"/> No	<input type="checkbox"/> MPSU to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Verification by Dean of IPS	Date:
	<input type="checkbox"/> MPSU approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	<input type="checkbox"/> Change status in the system	Date:
	<input type="checkbox"/> Senate to be informed	<input type="checkbox"/> Completed	Date:	<input type="checkbox"/> Letter to Faculty	Date:
Reasons:					
Verification by Dean of IPS	<input type="checkbox"/> Bring to MPSU for information <input type="checkbox"/> Bring to MPSU for approval				(Signature & Stamp)
Hereby, I verify that this student matter has been solved.					
Date:					
IPS Staff's Signature and Stamp:					