

Department of Civil Engineering
Application Form for Students who have Missed Laboratory Sessions

Instructions:

Submit to the General Office of Department of Civil Engineering (HW6-18) within 7 days after missing any Lab Session (*for example, if you missed a lab session on Sept 1, you must submit this form with your original medical certificate by Sept 8*). Late applications will not be entertained.

Name (Block Letters)	
U. No.	
Year of study	
E-mail	
Contact Phone No.	
Date of Missed Lab Session	
Course Code and Sub-class	
Name of Missed Lab Session (e.g. Concrete casting)	
Reasons for missing Lab Session	<input type="checkbox"/> Medical reasons (attach original medical certificate) <input type="checkbox"/> Other reasons (attach supporting information if applicable)

Signature: _____ Date: _____

Departmental Policy:

From 2011-12 academic year onwards, make up laboratory session would only be arranged for students with medical certificate and for such cases, there would be no mark deduction. Students must provide the original medical certificate and the standard application form to the Department for record within 7 days after missing the lab session. Late applications will not be entertained.

Other students who missed the original lab session not for medical reasons, but with other valid explanation, may apply to join the make-up sessions. The application must be submitted to the Department within 7 days after the missed lab session. Late applications will not be entertained. These students may be given a 50% mark deduction.

Students who missed the original lab session without submitting any application within 7 days or students who were given a second chance but failed to join the make-up session, would receive 0% mark.

Official Use

Date of Receipt: _____