卫理毕理学院

Methodist Pilley Institute

(Owned and operated by Pilley Education Enterprise Sdn. Bhd.: 519437H)

Jalan Lily, 96000 Sibu, Sarawak, Malaysia

Tel: +60(84) 322268 Fax: +60(8) 320801/ 320623 email: mpi@pilley.edu.my

APPLICATION FOR SUPPLEMENTARY EXAMINATION

RETURN THIS APPLICATION TO:- The Head of Examination

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____ Student No. | | | | | | | | | | | | |

Programme Title

_____

Intake	JAN	MAY	AUG
Year			

Department _____ Student Status: Full Time / Part Time

Address: _____

_____

Day-time Contact Number: _____ Email Address:_____

II. APPLICATION DETAILS

I wish to apply to sit for supplementary examination for the following course/s:-

NO	Course Code	Course Name	Continuous Assessment	Supplementary Examination	Acknowledged by lecturer	
					Signature	Date
1.						
2.						
3.						
4.						
5.						
6.						

_____ _____

Signature of student Date of application

NOTES TO STUDENTS

- Return the completed form to the Department of Examination for registration.
- Supplementary examination granted only once. If absent from the Supplementary Examination, there is no-resitting for the Supplementary Examination unless you have a strong supporting reason for consideration to be made on extenuating circumstances.
- For subjects that only have continuous assessment, students must submit their work no later than week 2 of the following new semester.
- Seek the approval from the respective lecturer and Head of Department.
- The fee paid is non-refundable.

FOR OFFICE USE

III. DECISION OF FACULTY / DEPARTMENT

(Please tick the appropriate box)

Application is:

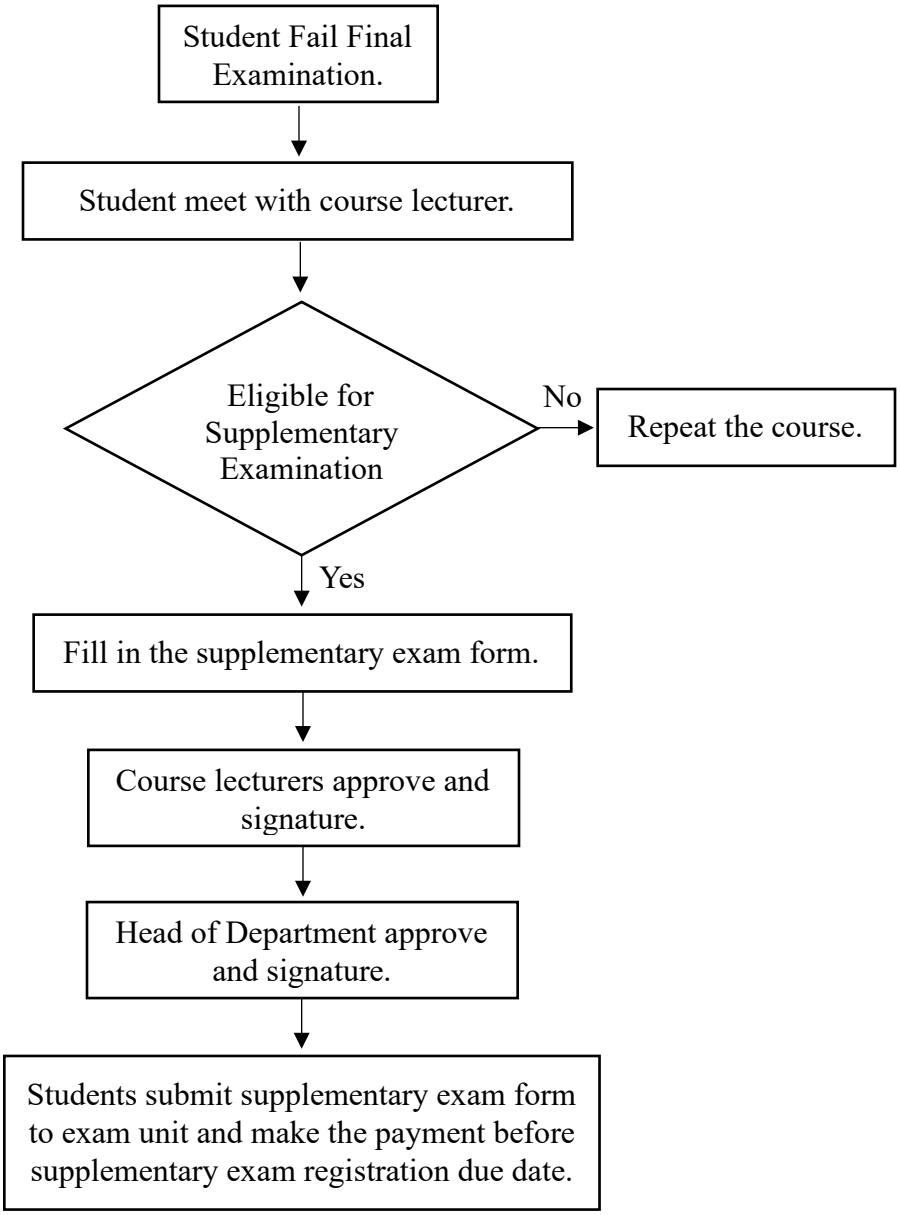
☐ Approved ☐ Not approved (Reason: _____)

Signature: _____ Date _____

Head of Department

FOR EXAM UNIT USE

Application received on _____ by _____.


Student Fail Final Examination.
Student meet with course lecturer.
Eligible for Supplementary Examination
No
Repeat the course.
Yes
Fill in the supplementary exam form.
Course lecturers approve and signature.
Head of Department approve and signature.
Students submit supplementary exam form to exam unit and make the payment before supplementary exam registration due date.