



IMPORTANT : Please read carefully the notes at the back of this form.

Students : Please complete Section I to III and submit the form to the course instructor(s) together with the supporting document(s). After obtaining the instructor's recommendation, you can either hand in the completed form and the supporting document(s) in person to the Academic Registry, Room 1381 (Lifts 17/18) (Attn: Examinations) or email the completed form and the supporting document(s) to arexamgrade@ust.hk. If you choose to submit the form and the document(s) by email, you should keep the original copy (or copies) of all the supporting document(s) for verification.

Instructors : Please complete Section IV and return the form together with the supporting document(s) to the student.

Section I : Student's Particulars

Student Name : _____ Student ID. : _____
 HKUST Email Address : _____ Contact No. : _____

Section II : Case Details

A) Please give details of the extenuating circumstances in the space provided, attach additional pages if necessary. You are required to submit appropriate documentation to support your claim:

B) Course(s) & Assessment(s) Affected :

Course Code & Section	Assessment Affected (e.g. mid-term exam; final exam; course work, etc)	Date / Due Date of Assessment	How you were affected by the extenuating circumstances (e.g. not able to attend the exam, unable to complete course assessment, etc)

Section III : Student's Declaration

I confirm that the information provided above is true and correct to the best of my knowledge. I also authorize the Academic Registry to approach the relevant party for verification of the supporting document submitted as well as the reason and information provided above.

 Signature of Student Date

Personal Information Collection Statement

- i) The personal data provided in this form will be used for checking of records and processing this application only. It is obligatory for you to supply the required data on this form. Your application may be delayed or may not be considered if the data submitted are incomplete.
- ii) The personal data collected may be provided to major departments /schools, or relevant administrative offices for the above-mentioned purposes.
- ii) For access or correction of the personal data after submission of this form, please contact the Academic Registrar (email: arprog@ust.hk; Office address: Academic Registry, Room 1381, Academic Building, HKUST). For the University's Privacy Policy, please refer to <http://www.ust.hk/privacy-policy>.

Section IV : Instructor's Recommendation

Course Code & Section	Name of Instructor	Action Recommended <i>(please refer to No. 6 overleaf)</i>	Signature	Date

Recommendation of Academic Registrar	Decision of Dean

IMPORTANT : Please read carefully the following notes

1. The Academic Regulation on “Illness or Other Circumstances Affecting Assessment” states that: “If students wish the University to take into account illness or some other extenuating circumstances that have affected their performance in an examination, or ability to attend an examination, or to complete other assessment activities, they must report the circumstances of the case in writing and provide appropriate documentation to the Academic Registry **WITHIN ONE WEEK** of the scheduled date of the assessment activity. The Academic Registrar will review the case and make a recommendation to the relevant Dean or the Dean’s designee.”
2. The University expects students to attend and complete all the course assessments as scheduled and in a responsible manner. Cases reported as “Illness or Other Circumstances Affecting Assessment” will be considered on an individual basis.
3. For cases relating to medical reasons, students are required to submit a medical certificate issued by a registered medical practitioner. For cases due to other particular reasons, appropriate supporting documentation is also required. ALL documents/reasons provided are subject to the verification of the University.
4. The application procedure indicated below should be followed:

Step 1	Students to complete Part I to Part III of this form.
Step 2	Students to submit the form together with the relevant supporting documents to the instructor for consideration.
Step 3	Instructors to consider the case and recommend an action that is deemed appropriate by completing Part IV of the form. Examples of the action that instructors may recommend include but not limited to : <ul style="list-style-type: none">• require students to write a make-up examination* with or without marks deduction• require students to re-take a course assessment with or without marks deduction• adjust weighting of the grade for the involved assessment that make up the final grade• reject the request if the case does not warrant any special arrangement
Step 4	Students to forward the form to the Academic Registry together with the supporting documents for review and processing. ** The application will be processed only upon all necessary documents are submitted.

5. The Academic Registrar will review the case and make a recommendation to the Dean or the Dean’s designee for consideration. Students will be notified of the results within one week from the application. No other arrangement will be made if students fail to follow the final decision as made by the Dean, the Dean’s designee.
6. In general, make-up assessment should only be given / taken AFTER a decision is conveyed. Make-up assessment given / taken before a decision is made risk having that assessment being void if no special arrangement is recommended for the application.

** Make-up examination prescribed for students who have missed the final examination must be held within five weeks after the final examination period.*