

**AFFILIATED COLLEGE OF CONTINUING EDUCATION,
AFFILIATED JUNIOR COLLEGE OF CONTINUING EDUCATION
MINHSIN UNIVERSITY OF SCIENCE AND TECHNOLOGY ("University")
REGULATIONS ON STUDENT APPLICATION FOR SUPPLEMENTARY EXAM ("Regulation")**

Amended by School Affairs Council dated 8 December 2004

Amended by School Affairs Council dated 26 October 2011

Amended by School Affairs Council dated 31 October 2012

1. This Regulation is applicable to students who cannot attend the mid-term or final exams.
2. Leave of absence for exam may be applied in the following circumstances:
 - (1) A certificate of diagnose from public hospital or hospital listed on accident insurance. Proof of doctor's appointment is insufficient; or
 - (2) Presentation of proof of funeral announcement if funeral for students' family falls on the exam date, or
 - (3) Presentation of proof of student being summoned by court or security units on the date of exam; or
 - (4) Presentation of proof of copies of notice for student to attend conscription selection or health check on the date of exam and which date may not be changed; or
 - (5) Presentation of proof that students involved in an accident on the date of exam; or
 - (6) Presentation of proof that the student is pregnant, giving birth or looking after children under age of 3; or
 - (7) Presentation of proof of the company that student is working on the date of exam; or
 - (8) For other major circumstances, if no proof is available, it may be certified by lecture or Dean and approved by Education Affairs Office.
3. Procedures for applying leave for exam:
 - (1) Collect leave form from Academic Affairs (one form for each subject) ;
 - (2) Obtain approval from lecturers and appoint date for supplementary exam;
 - (3) Obtain approval from Student Affairs Section;
 - (4) Attend Academic Affairs for supplementary exam notification;
 - (5) Present the notification to lecture and request for supplementary exam.
4. Lecturers may not allow supplementary exam without supplementary exam notification.
5. Upon receipt of supplementary exam notification, lecturers must allow the supplementary exam to take place on the given date.
6. In principle, supplementary exam must be written within a week of mid-term or final exam. In special circumstance, final exams may not be written later than one week after the official opening of following

University semester and mid-term exam may not be written one week prior to the final exams.

7. Lecturers will submit the marks and exam papers to the Academic Affairs.
8. Once approved by Academic Affairs Council, this Regulation must be reviewed by the Principle to be published and implemented. Same principle applies in case of amendment to this Regulation.