

**HKU Business School
Masters Programmes**

Request for Supplementary Examination Form

Surname: _____ First Name: _____ University No.: _____

Programme: MAcct / MEcon / MFin / MFFinTech / MGM / MSc(BA) / MSc(Mktg) Year of Admission: _____
(Please delete as appropriate)

Email: _____@connect.hku.hk Phone No.: _____

Examination(s) from which you will be / were absent:

Course Code	Course Title	Examination Date

Reason:

*Please provide the detailed reason(s) and additional relevant information regarding your absence from the examination(s). Reasons such as lack of preparation, misinformation, negligence, or planned vacations and other events will **not** be considered.*

The following documents have been attached as supporting proof for this request:

☐ Valid sick leave certificate(s)

☐ Others, please specify _____

Signature of Student: _____ Date: _____

Notes:

- If you are not able to attend an examination due to compelling personal reasons, you should submit a request for supplementary examination directly to the Programme Office through email at least **two weeks** before the original examination date.*
- If you are sick on the examination date, you should submit a request for supplementary examination within **two working days** after your absence from the examination.*
- Supporting documents, such as sick leave certificate, must be attached to the completed Request for Supplementary Examination Form. Applications without supporting documents will not be considered.*
- If the request is approved, the course instructor will prepare a second set of examination paper and the supplementary examination will be arranged.*
- Failure to sit for the supplementary examination as arranged shall automatically result in course failure.*