## THE UNIVERSITY OF HONG KONG DEPARTMENT OF MECHANICAL ENGINEERING

## **Application for Special Treatment of Assessment due to Absence**

This form is to be completed by MSc(Eng) students taking courses in the Department of Mechanical Engineering who was absent or wish to apply for absence in scheduled assessment activities. The form should be submitted to the Department Office at 7/F Haking Wong Building within two working days after the sick leave or absence.

Part I: Personal Particulars
University No:  Name:  ( )  English in BLOCK Letters Chinese, if appropriate
Tel. No.: Email Address: @hku.hk
Programme: MSc(Eng) in Year admitted:
Part II: Details of the Absence
(A) Date: (dd/mm/yy)
(B) Course code and title:
(C) Activity (please tick wherever appropriate):  i) mid-term test  ii) presentation  iii) others (please specify:  )
(D) Reason: Sick leave Urgent family matters Duty assigned by employer
The following documents are attached for consideration: (Please tick wherever appropriate)
Certificate signed by a registered medical practitioner
Other document (If any, please specify:)
Part III: Declaration
I accept that the information provided will be used in matters relating to my application for absence in scheduled assessment activities. As part of this exercise, it may be necessary to disclose details to internal departments authorized to process the information.
For absence from assessment due to illness, tick one of the following.  The illness stated above has affected my preparation for the assessment.  I have made enough preparation for the assessment but could not attend it due to the illness stated above.
Signature: Date:
FOR OFFICE USE ONLY
For the Department Office Use Only The application is supported / not supported*.
Remarks:
Associate Head's Signature: Date: