APPLICATION FOR LAB MAKE-UP (without approved Leave of Absence or valid Medical Certificate)

INSTRUCTIONS
1. This form must be submitted to the respective lab personnel.
2. Make-up session is subject to:
   • availability of slots in other existing sessions
   • availability of the particular experiment (e.g. some experiments will end in Week 6 and will no longer be available for make-up)

PENALTY IMPOSED

! A penalty of 30% will be imposed for students without MC or Approved Leave for their original lab session.

! This penalty will continue to apply even if students have MC or Approved Leave for the make-up session.

! ZERO mark will be given for students who do not have MC or Approved Leave for their original lab AND do not manage to do the make-up, regardless of reason.

PART I – TO BE COMPLETED BY STUDENT

NAME (as on matric card) ___________________________ MATRIC NO. _______________

COURSE (circle the relevant) EEE / IEM / EEAC / IEEC

STUDY YEAR 1 / 2 / 3 / 4 (circle the relevant)

CONTACT NUMBER ___________________________

COURSE CODE (e.g. EE2001) ___________________________

LAB GROUP (e.g. LA01) ___________________________

MISSED LAB SESSION (e.g. E2001LA) ___________________________

DATE & TIME OF MISSED SESSION ___________________________

Note: * Student must contact the lab personnel on the day of missed lab to arrange for a make-up.

I hereby declare that I have understood and will abide by the instructions in this form, and take full responsibility for arranging and attending the make-up session.

SIGNATURE ___________________________ DATE ___________________________

PART II – TO BE COMPLETED BY LAB PERSONNEL AND HANDED TO LAB SUPERVISOR

MAKE-UP SESSION ARRANGED (DATE & TIME) ___________________________

LAB STAFF NAME ___________________________

LAB SUPERVISOR NAME ___________________________

14 January 2016