**APPLICATION FORM FOR RESIT EXAMINATION**

Instructions:

1. Please complete section A and B
2. Please read the regulation and instruction before applying for Resit Examination
3. Please submit the completed form to IPIEF Secretariat

**SECTION A: STUDENT’S INFORMATION (TO BE FILLED BY THE STUDENT)**

|  |  |
| --- | --- |
| Name: | Matrix No: |
| Telephone No. & E-Mail Address: | |
| Programme/Department: | |
| Permanent Address & Contact No. | |
| Current Academic.  CGPA: Total Credit Earned: | |

**SECTION B: COURSE APPLIED FOR RESIT EXAMINATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Course Code** | **Course Title** | **Section** | **Name of Examiner** | **Grade Obtained** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| Student’s Signature Day, Date | | | | | |

**SECTION C: TO BE COMPLETED BY LECTURER**

|  |
| --- |
| Recommended Not Recommended  Remarks:  Signature & Stamp Day, Date:  Director of IPIEF |

**SECTION C: OFFICE USE (IPIEF OFFICE)**

|  |
| --- |
| Action/Remarks: Date:  Signature and Stamp, |

**PROCEDURES AND REGULATIONS OF RESIT/REMEDIAL EXAMINATION**

READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING FOR RESIT EXAMINATION

1. PROCEDURES

* Read and understand the criteria for eligibility for Resit Examination.
* Complete the form and submit together with the latest Registration Confirmation Slip (for Final Year Student) within the first week of the commencement of a regular semester or the first three (3) days in a short semester.

1. *ELIGIBILITY FOR RESIT EXAMINATION*

* Only graduating students who failed certain course(s) in their final year of study are eligible to apply.
* Final year students are only eligible to Resit if the course(s) is/are not offered in the current semester or the consecutive semester. Otherwise, final year students must repeat the course immediately.
* The maximum number of courses allowed for Resit is equivalent to 9 credit hours (about three (3) courses of three (3) credit hours each) subject to approval by the Head of the Depertment.
* Graduating students may either opt for Resit or repeat the failed course(s) on the following condition:
  1. Students who opt for Resit must officially register for the course and attend the classes regularly until the release of the Resit Examination results. If the course(s) is/are not offered student must apply to register as Independent Study.
  2. The course registration will be dropped automatically once the student passed the Resit Examination.
  3. Students who fail in the Resit Examination must continue with the course and sit for the End-of-Semester Examination.
* Only one attempt of Resit Examination is allowed for each course
* The Resit Examination Result will be ‘Pass on Resit (PR)’ or ‘Fail on Resit (FR)’ and will not affect the overall CGPA.