

Document of Shenzhen Technical University

No.15, 2019

Notice on the Issuance of the "Shenzhen Technology University Regulations on Deferred Final Examinations (Trial)"

All departments of the university:

The "Shenzhen Technology University Regulations on Deferred Final Examinations (Trial)" are hereby issued to you, please comply and execute accordingly.

Hereby notice.



Shenzhen Technology University Regulations on Deferred Final Examinations (Trial)

To standardize examination management and ensure that the final exams are conducted in a normal and orderly manner, the following regulations are hereby set forth regarding the application and handling of deferred exams:

(1) Eligibility for Deferred Exams

1) Students who have conflicting final exam schedules for different courses may apply for a deferred exam.

2) Students who are unable to participate in the final exam due to illness may apply for a deferred exam.

3) Requests for deferred exams due to other reasons are generally not approved.

4) Courses for which the final exam has already been taken are not eligible for a deferred exam.

(2) Procedures for Applying for a Deferral of Examination

1) Students applying for a deferral of examination due to scheduling conflicts with two or more courses must confirm the course they wish to defer before the examination and submit their applications online. In principle, required courses should be taken first, and elective courses should be deferred.

2) Students who are unable to take an examination on time due to illness and need to apply for a deferral must personally present a diagnosis certificate from the designated hospital on the day of the examination to the examination office to apply for and handle the deferral procedures. If a

student is bedridden due to illness and must entrust someone else to handle it on their behalf, they must provide written authorization from themselves, a hospital diagnosis, and clearly state the names and numbers of the courses for which they are applying for a deferral. Those who seek medical treatment at a hospital outside of the school must obtain a diagnosis certificate from the external hospital and, with the consent of the school's designated hospital, go to the examination office to handle the deferral procedures. In case of an emergency illness that prevents prior application, students must apply for a deferral with an emergency leave certificate the day after the examination for the course in question. Failure to do so within the specified time will be treated as an absence from the examination.

3) Courses that use assessment methods other than written exams are generally not eligible for deferred examinations. If there is a genuine need for a deferred examination due to special circumstances, the consent of the instructor is required.

4) The student's application for a deferred examination will only be approved and the deferred examination can be taken after the Academic Affairs Department has reviewed and agreed to the application, and the necessary deferred examination procedures have been completed.

3 Arrangements for Deferred Examinations and Grade Management

1) Courses for which a deferred examination has been arranged will have a grade recorded as "F" with a note in the remarks column stating "Absent". After the deferred examination, the total grade for the course will be

comprehensively assessed based on the regular performance and the deferred examination results, and the grade will be re-registered.

2) Deferred examinations are generally scheduled to take place before the start of the next semester. Students are required to return to school in advance and prepare for the examination by inquiring about the arrangements for the deferred examinations.

3) Students who have completed the procedures for deferred examinations must attend the deferred exams arranged by the school on time. Those who fail the deferred exams or are absent from them must retake the course by the "Shenzhen Technology University Regulations on Course Retakes(Trail)".

Shenzhen Technology University



Cc: School Leader, Records Office.

Party and Government Office of
Shenzhen Technology University

Issued on January 15, 2019
