



缺席原因 REASON FOR ABSENCE	隨函附上的證明文件 SUPPORTING EVIDENCE ENCLOSED
<input type="checkbox"/> 考試當日，家人患重病或離世，或發生其他嚴重事故 Serious illness or bereavement of family members, or other serious incident on exam date (0) <input type="checkbox"/> 考試當日，自己患病 Illness on exam date (1)  <input type="checkbox"/> 考試當日，自己須參予本地或海外公幹 Local or overseas business engagement on exam date (2) <input type="checkbox"/> 應考科目的考試時間與其他科目的上課或考試時間有衝突 Exam time of HKMU course clashes with other courses or exams (3) <input type="checkbox"/> 懷孕或待產（例如：考試日正值產假期間） Pregnancy or close to expected date of confinement (e.g. exam date falls within maternity leave) (5)  <input type="checkbox"/> 自己已移民，暫不得回港 Migration and unable to return to Hong Kong temporarily (6)  <input type="checkbox"/> 考試當日，自己身在海外升學 Overseas study on exam date (7) <input type="checkbox"/> 同一考試期須重考兩科或以上 Resit two exams or more in one exam period (8)	<input type="checkbox"/> 其他，共_____頁 Others, a total of _____ pages (0)  <input type="checkbox"/> 機票／登機證／旅行證件副本／香港入境處簽發的出入境證明書，共_____頁 Copy of air ticket, boarding pass, traveling document, register of entry/departure issued by HKSAR Immigration Department, a total of _____ pages (1) <input type="checkbox"/> 出生證明書副本，共_____頁 Copy of birth certificate, a total of _____ pages (2)  <input type="checkbox"/> 死亡證明書副本，共_____頁 Copy of death certificate, a total of _____ pages (3)  <input type="checkbox"/> 僱主證明書正本，以證明考試當日須參予本地或海外公幹，共_____頁 Original employer's certifying letter certifying local or overseas business engagement on exam date, a total of _____ pages (4) <input type="checkbox"/> 居留地的入境處所簽發的證明書，以證明自己已移民，暫不得回港，共_____頁 Certifying letter from Immigration Department of country of abode certifying your immigration status, a total of _____ pages (5) <input type="checkbox"/> 結婚證明書副本，共_____頁 Copy of marriage certificate, a total of _____ pages (6) <input type="checkbox"/> 醫生證明書，共_____頁 Medical certificate, a total of _____ pages (7) <input type="checkbox"/> 授課院校所簽發的時間表或證明書，以證明應考科目的考試時間與其他科目的上課或考試時間有衝突，共_____頁 Timetable of classes or exams or certifying letter from school certifying that exam time of HKMU course clashes with other classes or exams, a total of _____ pages (8)

請在以上適當的空格內加上剔號。

Please tick the box(es) above as appropriate.

### 聲明 DECLARATION

本人已參閱「重要事項」，現附上醫生證明書\*或其他有關文件，茲證明本人因 \_\_\_\_\_ (原因)

不能 / 不適宜於 \_\_\_\_\_ 參加上述科目之考試。  
 (考試日期)

本人謹此聲明，此申請表及附上之證明文件所載一切資料依本人所知均屬真確，並無遺漏。否則，本人明白校方可撤回有關批准，並可向本人採取處分。

I have read the 'Important Notes'. I hereby submit the medical certificate\* or other supporting document certifying that I was unable / unfit to attend examination on \_\_\_\_\_ due to \_\_\_\_\_  
 (Date of Examination) (Reason)

I declare that all information given in this application form and the attached supporting documents are, to the best of my knowledge, accurate and complete. Otherwise, I understand that the University may withdraw the approval granted and take disciplinary action against me.

學生簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
 Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* 請注意：因病提出申請者，必須附上由註冊醫生或註冊中醫簽發的醫生證明書（例如：考試當日正值病假/病假期間）。否則，你的申請將不予受理。

Note: Application due to illness must be supported by medical certificate (e.g. exam date falls on/within sick leave) issued by a registered medical practitioner or registered Chinese medicine practitioner. Otherwise, your application will not be considered.

**重要事項****IMPORTANT NOTES**

- 1 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡教務處考試及評核組或保障資料主任。

The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access and amend your personal data. If you wish to do so, please contact the Examinations & Assessment Team of the Registry, or the Data Protection Officer.

- 2 學生如因自己患病、公幹、家人患重病／有急事須照料、其他嚴重事故等，以致未能出席考試，可用本表格申報及解釋缺席理由。對於獲持續教育基金資助或其他資助的學生，你須留意有關資助的各項條款，延期考試是會耽延你的修業期，或甚至影響你的資助計劃，而大學將不能為此負責。（注意：以出外旅遊、公務繁重、預備考試時間不足、未接獲考試通知、誤讀／忘記考試日期、時間或地點等為理由的申請均不會被接納。）

If you are prevented by *illness, business engagement, serious illness of family member or other serious cause* from attending an examination, you can report and explain your absence by completing this form and submitting the relevant supporting evidence. For students who have been granted the Continuing Education Fund (CEF) or other funding, you should pay attention to the terms and conditions governing the approval of the funding. As a result of examination deferment, your study period will be prolonged and thus it may affect your status for claiming the reimbursement etc. The University cannot assume the responsibility thereof. (Note: Holiday plan, heavy workload, insufficient time to prepare for examinations, failure to receive examination notification letter, ignorance/misreading of examination date, time or venue etc. will not be accepted as valid reason for examination deferment.)

- 3 學生呈交申請表予教務長時，必須附上證明文件：

You should submit this application form to the Registrar together with the relevant supporting evidence:

<b>原因</b> <b>Reasons</b>	<b>須提交的證明文件</b> <b>Supporting evidence to be submitted</b>	<b>申請限期</b> <b>Application deadline</b>
考試當日，家人患重病／離世 Serious illness or bereavement of family members on exam date	<ul style="list-style-type: none"> <li>● 自己與家人的關係的證明文件（例：出生／結婚證明書等）；</li> <li>● 及家人的醫生證明書／死亡證明書。</li> <li>● Documentary proof of the relationship between student and family member (eg birth or marriage certificate);</li> <li>● and medical/death certificate of family member.</li> </ul>	考試日後七天內 within 7 days after exam date
考試當日，發生其他嚴重事故 Other serious incident on exam date	<ul style="list-style-type: none"> <li>● 視乎個別情況</li> <li>● Depending on individual cases</li> </ul>	無論如何，不得遲逾考試日後七天 In any cases, within 7 days after the exam date
考試當日，自己患病 Illness on exam date	<ul style="list-style-type: none"> <li>● 由註冊醫生或註冊中醫簽發的醫生證明書（例如：考試當日正值病假/病假期間）</li> <li>● Medical certificate (e.g. exam date falls on/within sick leave) issued by a registered medical practitioner or registered Chinese medicine practitioner</li> </ul>	考試日後七天內 within 7 days after exam date
考試當日，自己須參予本地或海外公幹 Local or overseas business engagement on exam date	<ul style="list-style-type: none"> <li>● 僱主證明書（須清楚列明公幹日期、時間、地點及簽發人的職位、姓名及聯絡電話等）；</li> <li>● 及機票／登機證；</li> <li>● 及旅行證件副本／香港入境處簽發的出入境證明書。</li> <li>● Employer's certifying letter (stating the date, time, destination of the engagement and the post, name and contact telephone number of the undersigned);</li> <li>● and air ticket copy or boarding pass;</li> <li>● and copy of traveling document or register of entry/departure issued by HKSAR Immigration Department.</li> </ul>	考試日前七天 no later than 7 days before exam date
應考科目的考試時間與其他科目的上課或考試時間有衝突 Exam time of HKMU course clashes with other courses or exams	<ul style="list-style-type: none"> <li>● 授課院校所簽發的時間表或證明書，以證明應考科目的考試時間與其他科目的上課或考試時間有衝突</li> <li>● Timetable of classes or exams or certifying letter from school certifying that exam time of HKMU course clashes with other classes or exams</li> </ul>	考試日前七天 no later than 7 days before exam date
懷孕／待產（例如：考試日正值產假期間） Pregnancy/Close to expected date of confinement (e.g. exam date falls within maternity leave)	<ul style="list-style-type: none"> <li>● 自己的醫生證明書（於考試前的三週內簽發）</li> <li>● Medical certificate dated within 3 weeks prior to exam date</li> </ul>	考試日前七天 no later than 7 days before exam date

原因 <i>Reasons</i>	須提交的證明文件 <i>Supporting evidence to be submitted</i>	申請限期 <i>Application deadline</i>
自己已移民，暫不得回港 Migration and unable to return to Hong Kong temporarily	<ul style="list-style-type: none"> <li>● 移居地的入境處簽發的證明文件;</li> <li>● 及機票／登機證;</li> <li>● 及旅行證件副本／香港入境處簽發的出入境證明書。</li> <li>● Certifying letter from the Immigration Department of country of abode;</li> <li>● and air ticket copy or boarding pass;</li> <li>● and copy of traveling document or register of entry/departure issued by HKSAR Immigration Department.</li> </ul>	考試日前七天 no later than 7 days before exam date
考試當日，自己正身在海外升學 Overseas study on exam date	<ul style="list-style-type: none"> <li>● 海外院校的證明書;</li> <li>● 及機票／登機證;</li> <li>● 及旅行證件副本／香港入境處簽發的出入境證明書。</li> <li>● Certifying letter from the overseas school;</li> <li>● and air ticket copy or boarding pass;</li> <li>● and copy of traveling document or register of entry/departure issued by HKSAR Immigration Department.</li> </ul>	考試日前七天 no later than 7 days before exam date
同一考試期須重考兩科或以上 Resit two exams in one exam period	<ul style="list-style-type: none"> <li>● 不需要</li> <li>● Not required</li> </ul>	考試日前七天 no later than 7 days before exam date

- 4 學生提交之有關證明文件，必須清楚記載事件發生之日期及證明當日學生曾因該事故而不適宜或不能夠參加有關考試。如校方對有關證明文件之影印或傳真副本有任何疑惑，校方得要求申請者呈交證明文件之正本或宣誓正本以供核實。沒有證明文件的申請，概不受理。學生如因病缺考，必須附上由註冊醫生或註冊中醫簽發的醫生證明書，否則，你的申請將不予受理。個別學院要求醫生證明書清楚記錄學生的診症時間。倘若教務長發出通知，要求學生提交補充資料或文件，則學生有責任依時提交指定的資料或文件，逾期辦理，概作放棄申請論。

The supporting evidence you have submitted must include the date of the cause for your absence and it is required to state that you are unfit or unable to attend the examination. Applicants may be asked to submit the original or certified true copies of the documentation whenever there are doubts in the photocopy. Applications not substantiated by supporting evidence will not be processed. If you cannot attend an examination because of medical reason, your application **MUST** be supported by medical certificate issued by a registered medical practitioner or registered Chinese medicine practitioner. Otherwise, your application will not be considered. Individual Schools require that the time of consultation be clearly stated on the medical certificate. If the Registrar requests for further information or documents, it is the sole responsibility of the student concerned to submit such information or documents by the stipulated deadline. Any late submission of information/documents will not be accepted.

- 5 請列出截至填寫本表格當日為止，各項已呈交及評分的作業之分數。學生可通過香港都會大學網站（學生）的「作業及科目成績查詢」查閱有關紀錄。如該科有指定出席一定數目的日間課堂，請一併列出已出席之節數及出席日期。  
Give details of the assignment scores you have obtained up to the date of this application and include, where applicable, the number of sessions and the dates of the compulsory dayschools you have attended. Students can inquire their assignment scores by going to the "Assessment Result Enquiry" of the HKMU website (Student).

- 6 倘若學生於考試當日染上的只是感冒、輕微咳嗽一類微恙，則本校主張學生盡可能參加考試，並呈交 E-SE 表格向成績評核委員會申述自己的特殊情況。倘若缺考原因是為了公幹，而公幹地點又在廣東省內，例如澳門、深圳、蛇口等，學生應返回香港參加考試。

In case of illness, if you are suffering from mild illness such as minor influenza, mild cough etc., you are strongly advised to attend the examination and submit Form E-SE to inform the Award Committee of your special circumstances. In case of business engagement, if your place of engagement is within the Quangtung Province such as Macau, Shenzhen or Shekou etc., you should return to Hong Kong to attend your examinations.

- 7 如果學生之平時作業總分已取得及格成績或達到 31 分或以上並符合有關科目的指定要求（例如：必修日間課堂），而且申請理由充分，又附上足夠的證明文件，本校會考慮批准學生延期考試。在申請未獲書面批准之前，學生仍需如期應考。

If you have achieved a pass or a score of 31 or above in the overall continuous assessment and fulfilled the compulsory requirements of the course (e.g. Compulsory Dayschool), and your reasons for requesting examination deferment are legitimate and properly attested, you may be granted a special examination. Applicants for examination deferment should sit the examination as scheduled unless a formal written approval is issued.

- 8 每份表格只可為一個科目申報考試缺席及申請延期考試。如有需要，請影印此表格。  
Use ONE form for one course only. Please make copies of this form if necessary.

- 9 若考試前已知缺考原因，學生必須於有關科目的考試日七天前遞交此表格。若學生於考試當天患病或遇到嚴重事故而缺考，必須於該科考試日後七天內遞交此表格。請將填妥之表格，連同有效之證明文件及／或授權書等，寄交九龍何文田牧愛街三十號五樓 A0511 室香港都會大學教務處考試及評核組或傳真至 8148 3378。逾期遞交或未附有足夠證明文件之申請，恕不受理。請勿把表格寄給學科主任或導師。

The completed form should reach the Examinations & Assessment Team of the Registry 7 days before the examination of the course concerned if the cause of absence is known before the examination OR within 7 days after the examination of the course concerned if the cause of absence is unknown before the examination. The form together with any relevant supporting documents and/or authorization letter should be sent to the Examinations & Assessment Team of the Registry, Hong Kong Metropolitan University, Room A0511, 5/F, 30 Good Shepherd Street, Ho Man Tin, Kowloon or at fax no. 8148 3378. Any late applications or applications without sufficient supporting documents will NOT be processed. Do NOT send the form to your Course Coordinator or tutor.

- 10 如果是次考試已經是你的第二次延期考試或延期重考，在任何情況下，即使是個人健康問題或其他嚴重事故，均不能申請再延期考試。倘若學生在兩次另外考試中（包括重考或因任何原因延期考試）未能取得及格成績，又再次獲准延期考試，校方將保留權利在知悉此等情況後撤回有關批核。有關規例已詳載於學生手冊。

If this examination has already been your second deferral or resit deferral, under no circumstances, even due to medical reasons or other serious incidents, will request for further deferring the examination be considered. The University reserves the right to withdraw the approval so granted if it is subsequently found that the approval is granted to a student who has not achieved a Pass after two further attempts including resits and examination deferrals. Students may refer to the Student Handbook for details of the relevant regulations.

- 11 如果該科已經是最後一次開辦，又學生之習作總分已取得及格成績，並已完成必修日間課堂（如適用者）等要求，而且申請理由充分，又附上足夠證明文件，本校會批准學生延期考試。請注意，這是你完成該科的最後機會。在任何情況下，即使是個人健康問題或其他嚴重事故，你均不能申請再延期考試。

If the course is in its last presentation and you have achieved a pass in the continuous assessment and fulfilled the compulsory dayschool requirement (if any) etc., and your reasons for requesting examination deferment are legitimate and properly attested, you may be granted a special examination. Please note that this is your final opportunity to complete the course. Under no circumstances, even due to medical reasons or other serious incidents, will request for further deferring the examination be considered.

- 12 在同一考期中須重考兩科或以上的學生，可申請延期一科或以上的考試（適用於第一次考試的科目或重考的科目），但延期考試的科目總數不得超過在該考試期須重考的科目的半數。

Students can apply for deferment of examination (applicable to either normal or resit examination) if they are required to resit two or more examinations in the same examinations period, provided that the number of examinations to be deferred is no more than half of the number of resit examinations.

- 13 若學生未能親自提出申請，可委託他人代為辦理有關手續。然而，學生必須呈交一封授權書，列明受委託人之姓名及香港身份證號碼。請注意，學生或其代理人仍需遵照校方規定的程序及限期提出申請。

If you are unable to submit the application by yourself, you may request a second party to submit the application on your behalf. You must however enclose a letter of authorization stating the name, HKID number of that authorized person. Please note that you or your agent have to follow the procedures and deadline as specified by the University.

- 14 如有任何查詢，請於辦公時間內致電 2768 6688 與教務處考試及評核組聯絡。

For any enquiries, please contact the Examinations & Assessment Team of the Registry at 2768 6688 during office hours.

請填妥表格，以便本處寄回收訖通知。如你於寄出本表格後十天內仍未收到本處的收訖通知，請致電 2768 6688 或傳真至 8148 3378 與教務處考試及評核組聯絡。

Please complete the box below so that we can send you an acknowledgement. If you do not receive our acknowledgement within 10 days from your posting of this form, please contact the Examinations & Assessment Team of the Registry at tel. no. 2768 6688 or at fax no. 8148 3378.



姓名 Name: _____
地址 Address: _____ _____ _____

敬啟者:  
Dear Student

本處已收到你的 E-DA 表格，並會於十個工作天內以書面通知你有關結果。如有查詢，請致電 2768 6688 或傳真至 8148 3378 與教務處考試及評核組聯絡。

We acknowledge the receipt of your Form E-DA which is being processed now. You will be notified of the result in writing within 10 working days. For enquiries, please contact the Examinations & Assessment Team of the Registry at tel. no. 2768 6688 or at fax no. 8148 3378.

教務處考試及評核組  
Examinations & Assessment Team, Registry