

UNIVERSITY OF HOME ECONOMICS LAHORE

APPLICATION FORM FOR RE-MID EXAMINATION

(To be submitted to the HOD/Incharge of the Concerned Department)

Dej	Dartment:	Degree Pro	ogram: _		Session:	
		STUDENT'S F	PARTIC	CULARS		
1.	Applicant's Name:	(As per Matric Certificate - IN BLOCK LETTERS)		2. Roll No./Regd	No	
	11	(As per Matric Certificate - IN BLOCK LETTERS)				
3.	Father's Name:			4. Student's CNI	C No:	
3. Father's Name:						
٥.		6. Mobile No				
				6. Mobile No		
7.	Reason(s) for Requesting "Re-mid Examination" (Please Attach Photocopies of Supporting Documents, if any):					
-						
I ma	w please be granted re-n	nid examinations in the following cour	ses of Se	mester :		
SN		Credit Hours		Course Title	Credit Hours	
1.	<u> </u>	<u> </u>	2.		<u> </u>	
3.			4.			
5.			6.			
Sign	natures with CNIC No.				Signatures of the Applicant	
	her / Guardian)					
		FOR OFFICIAL				
Case	e No:		AL USI		ated:	
	(To be entered by					
	DECOMMEN	NDATIONS OF THE DEPART	rmeni'	FAI EVAMINATIO	N COMMITTEE	
Obs	ervations / Recommenda	ations:				
	M 1 1			M 1 2		
a.	Member 1: _	(Signatures with Name)	b.	Member 2:	(Signatures with Name)	
					(18)	
	Annua	viad / Not Approved	I	Head of Department:		
	Approv	ved / Not Approved	1	read of Department.	(Signatures with Seal)	
(If a	nnroved submit a convito t	the Controller of Examinations Office pleas	se)			
(11 a	submit a copy to t					

UNIVERSITY RULES GOVERNING RE-MID EXAMINATION

- 1. A student who fails to take her mid semester examination due to some unavoidable circumstances (such as a serious medical issue or a death in the immediate family (parent, sibling), shall seek permission in writing from the concerned HOD on a prescribed form (**Re-take Mid Exam Form**) to retake mid semester examination immediately after the completion of Mid Semester Examination.
- 2. The Head of the Department will refer her case to the Departmental Examination Committee for consideration and decision. In case a student is allowed to retake Mid Semester Examination, the examination will be conducted by the concerned course teacher within two weeks after the scheduled examination on the payment of the prescribed fee (if any) by the student.
- 3. The HOD of the concerned department shall provide the list of student(s) and a copy of Re-take Mid Exam Forms to the controller of the examinations' office.