**南方科技大学研究生缓考申请表**

**Makeup Exam Request Form**

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| --- | --- | --- | --- | --- | --- |
| 姓名Student Name |  | 学号SUSTech ID |  | 联系电话Mobile Phone |  |
| 培养单位 Home Department |  | 申请缓考课程Course name |  |
| 任课教师姓名Course Instructor |   | 缓考学期Semester when the exam is regularly scheduled  | 学年 学期 | 缓考时间Date requested for makeup exam |  |
| 缓考理由（须附相关证明）Reasons for missing the regularly scheduled exam: | *Evidence must be attached with the form.*申请人（签名）Student’s signature：Date: |
| 任课教师意见Instructor’s comments | 签名Signature：Date: |
| 培养单位意见Comments from the student’s home department研（日 |   研究生负责人签名（公章）Signature & Stamp：Date:  |
| 研究生院意见Graduate School | 研究生院（签章）Stamp:Date:  |

**注Note：**

**1.研究生缓考须附有关证明。****Makeup exam requests must be submitted with supporting documents.**

**2.申请缓考手续须在考核时间前一周办理。Makeup exam requests must be received by the Graduate School no later than a week prior to the regular exam.**

**3.距离考核时间结束的2个月内，缓考时间由任课教师决定；如超过2个月，获准缓考的研究生须参加下一次该门课程的考核。**

**The course instructor decides when to give the makeup exam if it is scheduled no later than two months of the regular exam. Otherwise, the graduate student should sit for the next regular exam.**