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\* This form is only valid for applications **that cannot be made through OIS.**

**It does not replace the OIS application.**

|  |  |
| --- | --- |
| **Student Name Surname** |  |
| **Student number** |  |
| **Faculty/Vocational School** |  |
| **Department/Program** |  |
| **Exam Type** | Midterm Final |

|  |  |  |
| --- | --- | --- |
| **Course code** | **Course name** | **Reason for Excuse** |
|  |  |  |
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\*\* You must send the Make-Up Exam Application Form from your @stu.fbu.edu.tr email address.

\*\*\* You can submit the form attachment documenting your excuse during the application.

\*\*\*\* Your application will be evaluated by examining the information you provided in the form you sent. If your application is accepted, information about the make-up exam date and time will be announced on OIS.

***Make-up Exam Regulation Article:***

*ARTICLE 26 – (1) ç) Students who cannot take the midterm and/or final exam/exams due to their excuses and whose excuses are accepted by the unit administrative board, use their exam rights on the date determined by the unit administrative board in accordance with the academic calendar. Make-up exams for mid-semester exams are held before the end-of-semester exams begin. The student who cannot attend the exams due to an excuse, submits the document stating the excuse to the unit he/she is affiliated with, within 3 working days following the end of the exams at the latest.* ***FBU - Associate Degree and Undergraduate Education Regulations.***

**I have read and understood the information notes, I am aware of my rights and responsibilities.   
I accept that my application will be deemed invalid if the information I have provided is incomplete or incorrect.**

**Signature:**