

**Leading University**  
**Ragibnagar, Sylhet**  
 Office of the Controller of Examinations  
**Application for Makeup Examinations**

<b>Student ID:</b>		<b>Student Name</b>	
<b>Semester-Year:</b>	Spring/Summer/Fall/20..	<b>Department:</b>	BuA/CSE/English?Law?EEE/I.Studies/Arch/Civil/P.Health/THM
<b>Course Code:</b>		<b>Course Title:</b>	
<b>Date of Exam. Scheduled:</b>		<b>Course Teacher:</b>	
<b>Contact No of Student:</b>		<b>Examination:</b>	<input type="checkbox"/> Mid Term <input type="checkbox"/> Semester Final

.....  
**1. Signature of Student with Date**

.....  
**2. Clearance of Office of the Controller of Exams**  
 Signature with Date:

.....  
**3. Signature of Course Teacher:**

.....  
**Date and Time of make-up Examination**  
 (Course Teacher will fill this)

.....  
**4. Signature of Head of the Department**  
 Date

.....  
**5. Clearance of Finance and Accounts**  
 Date

**Fees of Make-up Examination:**

**N.B. Student will not allowed to sit for Mid Term and Semester Final**

i) Mid-Term Exam: 1000.00 Tk. ii) Final Exam: 1500.00 Tk. **Make-up Examination for the same course.**

**Leading University**  
 Admit Card For Make-up Examination

<b>Student ID:</b>		<b>Date and Time of Exam:</b>	
<b>Student Name:</b>		<b>Course Teacher:</b>	
<b>Course Code:</b>		<b>Course Title:</b>	

Semester-Year: Spring/ Summer/ Fall/ 20.. Examination:  Mid Term  Semester Final

**Signature of Controller of Examinations**