

# UNIVERSITY OF IRINGA



## SPECIAL EXAMINATIONS REQUEST FORM

(To be filled in duplicate)

1. Personal Information

Surname: \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Registration No: \_\_\_\_\_ Examination Number: \_\_\_\_\_

Year of Study (e.g. 1<sup>st</sup>, 2<sup>nd</sup>): \_\_\_\_\_ Semester: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

Programme: \_\_\_\_\_ Specialty: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email address(s): \_\_\_\_\_

2. Reasons for Requesting Special Examinations (Please tick the appropriate box)

<b>Medical</b>	<input type="checkbox"/>	<b>Financial</b>	<input type="checkbox"/>	<b>Social</b>	<input type="checkbox"/>	<b>Others</b>	<input type="checkbox"/>
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Briefly explain (and attach evidences)

**NOTE:** No student is allowed to request special examinations if the student is has not paid tuition fees)

3. Courses to be sought for Special Examinations

**A:** All Semester Courses: \_\_\_\_\_ **B:** Some Courses (Please give course code and course name)

B1. Code \_\_\_\_\_ Name: \_\_\_\_\_

B2. Code \_\_\_\_\_ Name: \_\_\_\_\_

B3. Code \_\_\_\_\_ Name: \_\_\_\_\_

(You will be required to show this signed form and your Examination ID during special examinations)

Date of Application \_\_\_\_\_ Signature \_\_\_\_\_

**For OFFICIAL USE ONLY (Authorization for Special Examinations)**

4. Recommendations by the Deans of Students

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

5. Recommendations by the Head of Department

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

6. Recommendations by the Dean of Faculty

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

7. Recommendations by the Director of Postgraduate Studies, Research, and Consultancy (for postgraduate students only)

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

8. Approval by the DVC ARC

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Copy to file</b>
Dean Faculty ___ Head of Department ___ Examination Officer ___ Dean of Students ___ SAMIS Admin ___