

Attach 3: Make up exams

Type	Applies to	Taking Exams with	Pay or Not	Final marks	Note
1) Make up for leaving	student who was sick or left for personal affair and has asked leaving from teaching office	Lower grade	Free	Paper marks transferred to 100-point system	/
2) Make up for fail or absent	student who failed, or was absent without any reason in exam	Lower grade	Pay according to the credits of the course	60	/
3) Exam of higher grades	Any student (from Grade 2012 and lower grades)	Higher grades	Free	Paper marks transferred to 100-point system	Students from Grade 2012 (including students degrading or re-enrolling in grade 2012) are allowed to choose extra credits (≤ 40 , coming from higher grades) every academic year
4) Rewrite the exam	student who is not satisfied with the marks	Lower grade	Pay according to the credits of the course	Paper marks transferred to 100-point system	/

- 1) Student has to register for in teaching office at beginning of each semester;
- 2) Student is allowed to ask leave for no more than 2 weeks from teaching office with proofs such as application signed by parents, plane tickets or History reports;
- 3) Student is allowed to quit school for one year, and his/her status will be reserved during his/her leaving

