





Date:\_/\_/\_

In honor of The MA committee School of Business Administration

## **Request for An Exceptional Exam**

Personal Details:		
Last Name:	_ First Name: I.D.	Number:
MBA Program Name:	Class Name: _	
Mobile Phone Number:	E-mail:	
Course Details:		
Course Name:	Course Number:	
Lecturer Name:		_
Exam "A" Date: <u>///</u> I atter Final grade:	nded the exam/ didn't attend the exa	m Exam's grade:
Exam "B" Date: <u>///</u> I atter Final grade:	nded the exam/ didn't attend the exa	m Exam's grade:
The reason for applying f	for an exceptional exam:	

- 1. Reserve service: From: \_/\_/ To: \_/\_/ (please attach documentation).
- 2. Maternity leave / spouse gave birth on the day of the exam (please attach a certificate from the Ministry of Interior Affairs).
- 3. Prolonged illness of at least 7 days in a row, or hospitalization for at least two days in a row (please attach a certificate. No retroactive documents will be accepted).







4. Death of a first-degree relative (please attach a certificate from the Ministry of Interior Affairs)

<ol> <li>Other reason: Please specify the reason and attach appropriate documents.</li> </ol>		

<u>Please note</u>: An application that is not filled out properly and in legible handwriting, or does not include all the necessary details or the appropriate relevant documents, will not be brought to discussion!!!

<u>Student's commitment</u>: A student who got an approval for an exceptional exam and in the end does not intend to/ cannot attend the exam, undertakes to inform the MBA program coordinator/ school's secretariat <u>five days in advance</u>. Student's signature: \_\_\_\_\_

## The decision of school's MA committee:

Request Approved / Not Approved Date: \_/\_/

Full name: \_\_\_\_\_\_ Signature: \_\_\_\_\_