

## UNIVERSITY OF ENGINEERING AND TECHNOLOGY TAXILA

**APPLICATION FORM FOR RE-MID**

(To be submitted to the Chairman of Concerned Department)

Department: \_\_\_\_\_ Entry: \_\_\_\_\_

**STUDENT'S PARTICULARS**

1. Applicant's Name: \_\_\_\_\_ 2. Regd No. \_\_\_\_\_  
(As per Matric Certificate - IN BLOCK LETTERS)
3. Father's Name: \_\_\_\_\_ 4. Student's CNIC No: \_\_\_\_\_  
(IN BLOCK LETTERS with CONTACT NUMBER)
5. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Reason(s) for Requesting "Re-Mid" (Please Attach Photocopies of Supporting Documents, if any): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I may please be granted the permission of Re-Mid Examinations in the following courses of (Fall / Spring 20\_\_ ) Semester:

<u>S No</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>S No</u>	<u>Course Title</u>	<u>Credit Hours</u>
1.			2.		
3.			4.		
5.			6.		

Signatures with CNIC No.  
(Father / Guardian)

Signatures of the Applicant

**FOR OFFICIAL USE ONLY**Case No: \_\_\_\_\_  
(To be entered by Chairman's Office)

Dated: \_\_\_\_\_

**RECOMMENDATIONS OF DEPARTMENTAL SEMESTER COMMITTEE**Observations / Recommendations: \_\_\_\_\_  
 \_\_\_\_\_

- a. Member 1: \_\_\_\_\_ b. Member 2: \_\_\_\_\_  
(Signatures with Name) (Signatures with Name)
- c. Member 3: \_\_\_\_\_ Chairman: \_\_\_\_\_  
(Signatures with Name) (Signatures with Seal)

**CHAIRMAN OF DEPARTMENT**

APPROVED / NOT APPROVED

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signatures with Stamp)

Forwarded to the Controller of Examinations for Notification.

**UNIVERSITY RULES FOR RE-MID EXAMINATIONS**

1. A student may request for the Re-Mid Examinations, if for some genuine reasons (beyond his control), he fails to appear in a mid-semester examination.
2. Re-Mid will not be awarded for habitual Students and any other deficiency in a course (e.g. shortage in attendance etc).
3. For the request of Re-Mid, the student will apply on a prescribed form "i.e. 'Re-Mid' Application Form" to the Chairman of the concerned department, who will refer the case to the Departmental Semester Committee for consideration. The Departmental Semester Committee will make its recommendations based on the genuineness of the case and on the basis of his performance in lab work, home assignments, quizzes, class participation etc.
4. In case the student is allowed for Re-Mid in a course by the Chairman of the Department on the recommendations of the Departmental Semester Committee, he would be allowed to take only Mid Semester Examination of that course on payment of prescribed fee.
5. The Re-Mid must be held before the starting of End Semester Examination, failing which will automatically be converted to zero Marks.
6. Re-Mid will not be awarded in Summer Semester