

## **Please read the instruction sets for the improvement/overlap exam:**

### **Requirements for improvement:**

1. The grade for a specific theory course should be **equal or less than B**.
2. No students will be allowed for improvement who have been expelled by the exam committee during final exam. Students need to retake this course again.
3. No improvement is allowed for lab courses.
4. Students should fill up the form (forms are available at the EEE office) and then pay 60% of tuition fee for a specific theory course.

### **Requirements for overlap:**

1. Due to overlap with other courses final exam, students can sit for overlap exam without pay.
2. Due to major medical cases and prior acknowledgment of the student's illness, students can sit for overlap exams without pay. (Course teacher should examine the documents, reference from advisor, and permission from the Head of the Department)
3. Students should fill up the form (forms are available at the EEE office)

### **Instructions for course teacher**

1. Please examine the documents and check results from the ERP system before signing the permission form.
2. For improvement, check payment status first, then provide the permission.
3. Please be concern about the students who have been expelled by the exam committee during final exam.

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