

 <p>CYPRUS INTERNATIONAL UNIVERSITY</p>	<p>FACULTY OF HEALTH SCIENCES DEPARTMENT OF NUTRITION AND DIETETICS</p>	<p>MAKE-UP EXAM PROCEDURES GUIDE</p>	
		<p>Update Date / No:</p>	<p>Page No: 1/1</p>

### **Make-Up Exam Procedure Guide**

- a) The student personally submits the make-up exam petition written to the Dean's Office to the faculty secretary within five business days at the latest.  
The make-up exam petition and attachments submitted to the department are checked by the Department Head.
- b) Students who are unable to take any exam due to a justified and valid reason are granted the right to take a make-up exam if they prove their excuse.
- c) Depending on the make-up, the exam date is determined by the relevant course instructor for the student whose excuse is accepted.
- d) ***Depending on the excuse; For the student whose excuse is accepted, the exam date is determined by the instructor of the relevant course.***
- e) ***Depending on the excuse, the student whose excuse is not accepted is informed by their advisor.***
- f) An exam schedule is prepared for students who will take the Make-Up Exam. It is announced on the Student Information System (CIU SIS) page.
- g) The make-up exam is held on the announced date and time.
- h) The exam results are announced by the course instructor in the CIU SIS on the dates specified in the academic calendar.

<p>PREPARED BY: Lecturer</p> <p>APPROVED BY: Head of Department</p>	<p>APPROVED BY: Dean</p>
---------------------------------------------------------------------	--------------------------