



APPLICATION FOR EXAMINATION RE-SIT OR COURSEWORK RE-SUBMISSION (ERCR)

Regulations governing re-sit and re-submission of coursework are detailed in the Undergraduate Student Handbook. Ensure that you are eligible to re-sit examinations or re-submit coursework before applying. Eligibility requires **REGISTRATION FOR THE COURSE(S)** and **EVIDENCE OF ACCEPTABLE REASONS** (for coursework resubmission). Ensure that the **current** lecturer for the course signs the form before submission to the Examinations and Transcripts Unit, where the cost will be assessed immediately. Take the form to the Bursary, pay the total assessed amount and have the form stamped. The receipt and stamped form are returned to Examinations and Transcripts where a scanned copy of the completed form is sent to the applicant's Mico email address as confirmation of receipt.

SECTION I – STUDENT'S PERSONAL INFORMATION

NAME OF APPLICANT: _____ ID NUMBER: _____
First Name Middle Name Last Name

TEL. NUMBER(S): _____ EMAIL ADDRESS: _____

SECTION II – PROGRAMME/COURSE INFORMATION

FACULTY: _____ DEPARTMENT: _____ SPECIALIZATION: _____

NAME OF PROGRAMME: _____ CURRENT YEAR IN PROGRAMME: 1 2 3 4

Course Title	No. of Credits	Assessment to be Repeated		No. of Re-sits / Re-submissions to date	Last Course Grade	Date that Course was last done	Assessment of Costs	Lecturer's Name	Lecturer's Signature
		Exam	Course-work						

Total Cost

Signature of Examinations Officer

The information provided above is true to best of my knowledge and belief

Signature of Applicant

Date

SECTION III – OFFICIAL USE

BURSARY: RECEIPT INFORMATION: Amount Paid: _____ Receipt No. : _____ Date: _____

EXAMINATIONS STAFF: Student has been registered on the SMS to re-sit Examination / re-submit Coursework.

Signature

Date