



Victoria University
of Bangladesh

To be filled in by Accounts Office

Paid Fees Tk. _____

(Cheque) MR No. _____

Authorized signature _____

Mid-Term	TK 1000/- (for per course)
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Final	TK 2000/- (for per course)
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Application Form for Special Examination

Mid-Term Final Spring-201... Summer-201... Fall-201...

Name: _____ ID No. : _____

Program: _____ Contact No.: _____

Sl.	Course Code(s)	Course Title(s)	Course Teacher(s)	Missing Exam(s) held	Proposed date(s) for Special Exam
1.					
2.					
3.					
4.					

Reason(s) for absent from attending the examination(s):

Signature of the Student

Recommendation of the Course Teacher(s):

Recommendation of the Chairman:

Signature(s): Course Teacher(s)

Signature: Chairman of the Department

Complements of the Controller of Examinations

Approval of the Vice-Chancellor

Allowed/not allowed to sit for the special examination

Controller of Examinations

Vice-Chancellor

Note(1): The special examination shall be arranged immediate after the Mid-term/ publication of the Final exam result as the case may be.

Note(2): The applicant is required to submit the necessary supporting documents if it is on medical ground.

Note(3): The respective course teacher is advised to submit the supplementary marks sheet/grade sheet of the Special Examination to the Controller's Office within 7 (seven) days from the date the Exam is held.