



Registration Section
No.....
Date.....

**Request Form for an Excused Absence from a Regular Examination**  
**Faculty of Hospitality and Tourism / Faculty of International Studies**

Division of Student Admission & Registrar, Prince of Songkla University, Phuket Campus

- Re:     Request to postpone the Midterm Examination
- Request to postpone the Final Examination

To: Registrars

Name (Mr. / Miss).....Student Code.....Academic Year .....

Faculty .....Major .....Advising Instructor .....

E-Mail Address..... Mobile Number .....

I would like to postpone the regular examination for Semester ..... Academic Year ..... for the following subjects:

No.	Course Code	Subject	Exam Date / Time	Instructor

Because .....

.....

I have attached the documents

- Medical Certificate       Others .....

For your information and action accordingly

Yours sincerely,

.....

(.....)Date...../...../.....

Student

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**Advisor's Comments**

(Must meet the advising instructor along with supporting documents in the following days after the test day)

.....  
.....

..... (Requester's signature)

(.....)

Date...../...../.....

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**Instructor's Comments**

(Must meet the instructor within 3 days after the test day)

1. Course Code.....Course Name.....

Instructor's Comment.....

Instructor's Name.....Signature.....

Date...../...../.....

2. Course Code.....Course Name.....

Instructor's Comment.....

Instructor's Name.....Signature.....

Date...../...../.....

3. Course Code.....Course Name.....

Instructor's Comment.....

Instructor's Name.....Signature.....

Date...../...../.....

4. Course Code.....Course Name.....

Instructor's Comment.....

Instructor's Name.....Signature.....

Date...../...../.....

**For Registrar**

To Assistant Dean of (Faculty) .....

1. (Mr. / Mrs. / Miss).....Student Code.....

would like to postpone  Midterm (...../...../.....)  Final (...../...../.....)

of the subject of .....

2. Student Result .....

3. I have checked the reason of the postpone and documents and found that

Pass the criteria as announced

Fail to pass the criteria as announced

For the consideration and deserve to submit to Committee of Faculty of .....

..... to consider the exam postponement request according to the university regulations Year.....Section.....

..... (Requester's signature)

(.....)

Date...../...../.....

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**For Assistant to the Dean of Academic Affairs**

Dean.....

.....

..... (Requester's signature)

(.....) Date...../...../.....

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**Order**

Dean of ..... (Faculty)

.....

.....

..... (Requester's signature)

(.....) Date...../...../.....

**For Faculty (Faculty that student is in)**

Order By the resolution of Faculty committee

Agenda No...../...../..... Date...../...../.....

Agenda No...../...../..... Date...../...../.....

Approve      Not approve.....

..... (Requester's signature)

(.....)

Position ..... Date...../...../.....

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**For Registrar**

Proceed       Inform instructor    Inform Advising Instructor    Inform student

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How to Postpone the exam

1. Student can download the request form online from <http://www.phuket.psu.ac.th/registra>
2. Fill in the form completely, clearly and correctly.
3. Contact advising instructor and instructor for approval
4. Students submit the request form along with supporting documents at Registrar.
5. Students follow the result of procedural process of postponing the exam about a week after the day of submission.

Remark

Student or representative must contact to postpone the exam by informing the faculty within 30 minutes after missing the exam according to university law No. 16.1.2

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Division of Student Admission and Registrar

Academic Affair Phuket Campus, Office of the Rector, Prince of Songkhla University Tel. 0 7627 6023-28 Fax. 0 7687 6029

**Procedure to postpone the exam date**

1. Student receives the request form at Division of Student Admission and Registrar or can download at <http://www.phuket.psu.ac.th/registra/html/form.htm>
2. Fill in the form completely, clearly and correctly and follow the procedure as follows
3. Student meets the advising instructor along with the request form and supporting documents.
4. Student meets the instructor along with the request form and supporting documents.
5. Send the request along with supporting documents including medical certificate at Division of Student Admission and Registrar within 3 days after the exam of each subject.
6. Submit the request paper and supporting documents at Division of Student Admission and Registrar Phuket Campus for consideration.
7. Division of Student Admission and Registrar submit to the Dean of faculty for exam postponement approval.
8. After the faculty approve, Division of Student Admission and Registrar will inform back to instructor of the subject, advising instructor and student.
9. Student will sign for acknowledgement at Division of Student Admission and Registrar after registry officer inform within 1 week.

### **Remark**

Student contacts to request the exam postponement by informing the faculty within 1 day after miss the test.

Undergraduate Study Regulations of Prince of Songkhla University (A.D. 2009)

Section 16.1.2 In case of sickness or *force majeure* might make it unable to attend the exam, student has to request the delay of attending the exam to the faculty on the next day after the exam day except there is a good reason so the committee of the faculty will be the one who consider the postponement and can approve by using letter “I” or to cancel the registration for the subject as special case and use letter “W” to disapprove the postponement or can take it as to be absent from the exam.

Undergraduate Study for Hospitality and Tourism faculty Regulations of Prince Songkhla University (A.D. 2011)

Section 16.1.2 In case of sickness or *force majeure* might make him/her unable to attend the exam, student has to request the delay of attending the exam to the faculty on the next day after the exam day except there is a good reason so the committee of the faculty will be the one who consider the postponement and can approve by using letter “I” or to cancel the registration for the subject as special case and using letter “W” to disapprove the postponement or can take it as to be absent from the exam.