



**FACULTY OF ECONOMICS AND ADMINISTRATIVE
SCIENCES**

DEPARTMENT OF BUSINESS ADMINISTRATION

MAKE-UP EXAM APPLICATION WORKFLOW

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WORKFLOW	RESPONSIBLE	RELATED DOCUMENT
A student who could not attend the exam applies to the Registrar's Office within 5 (five) working days with an official document stating their excuse and a make-up exam application petition. The submitted documents are checked by the Registrar's Office and forwarded to the Dean's Office to be discussed at the Faculty Board of Directors. Can the student take the make-up exam? Yes No The student takes the exam on the announced date. The exam grade is entered into ÜBYS, and the process is concluded. Cannot take the exam.	Student Registrar's Office Faculty Board of Directors Registrar's Office	Document Stating the Excuse + Make-up Exam Application Petition Draft BANÜ Directive on Justifiable and Valid Reasons for Student Excuses Decision of the Faculty Board of Directors
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