

BITS PILANI, DUBAI CAMPUS  
Dubai International Academic City, Dubai

18<sup>th</sup> April 2012

**MAKE-UP POLICY**

It has been decided to adopt the following policy for Make-up with immediate effect.

1. The Instructor in Charge (I/C) of the Course, together with the team of Instructors, if any, will decide granting of the make-up for an evaluation component(s) of the course.
2. The decision of I/C is final in granting the make-up.
3. There shall be sufficient justifiable reason for granting or not granting a make-up.
4. Make-up shall be held normally within five working days from the scheduled evaluation component date.
5. Make-up notice shall be appropriately displayed at least two days prior to the make-up.
6. No make Make-up shall be granted.
7. Laboratory make-up is not envisaged. However, if any extra turn(s) is/are available after finishing required lab experiment, at any stage, the lab faculty for the section may arrange for students to do the missed experiment(s) in that turn.
8. The Make-up for the Comprehensive examination will be coordinated by the Dean (Instructions).
9. **General guidelines to grant a make-up:**
  - Make-up shall be granted to genuine cases only. Showing of responsible behavior and seriousness exhibited by the student shall be looked into accessing the genuineness of the reason given by the student. Eg. Prior/prompt sharing of the development with the I/C.
  - If a student has represented BITS Pilani, Dubai Campus, which warranted his/her absence from the evaluation component, the intimation of the participation shall be received directly from the Prof-in-charge of the event duly approved by the Dean (SWD), clearly showing the dates.
  - If the reason for the make-up is preempted, the student should inform and obtain permission from the I/C.
  - The student seeking a makeup should be regular in attending the classes of the course.
  - The student has approached the I/C for make-up within the stipulated period.