



APPLICATION FOR SWAPPING LAB SESSION

Subject Code:- Subject Name:-

Experiment Code:- Experiment Name :

Lab Venue:- Date Apply :

To Be Filled Up By Both Applicants (Students)

Table with 2 columns: Student A and Student B. Fields include Name, Student ID, Email, Contact Number, Current Lab Group, New Lab Group, and New Experiment Date. Includes signature lines at the bottom.

- * This form is for one type of experiment swapping application only where both student A & B have yet to miss the lab session above.
* Advisable both students should be present when submitting the form to the lab staff where the venue of the experiment is held.
* Complete application form must submit to lab staff at least 1 day before the intending swapping lab session day, unless of emergency cases.
* For rejected application, student should forward their appeal to LMC Chairman.

Both students were present when submitting the form : Yes / No. If No, which student submit the form : stud A / stud B

Filled Up By Student

Lab Venue :
Subject Code : Experiment. Code / Type :
Student A Name : Student B Name :
Student A ID : Student B ID :

Filled Up By Lab Staff / Management

Student A New Lab Group : Student B New Lab Group :

(Lab Staff Signature & Stamp & Date Received)

*This slip to be retained by either student