

# ONLINE COURSE APPLICATION

PERSONAL INFORMATION		
CHINESE NAME	STUDENT ID	CLASS
		MBA

I hereby ask for taking the following course online.

COURSE NAME	SPECIFY THE DATE ONLINE								
	ALL 4 DAYS	DAY1	DAY2	DAY3	DAY4				

Please notice that taking the course online will compromise the study experience and is NOT recommended. Participation will also be accounted for the final grading. Please state the reason for not attending the course on-site.

**Business Trip / Relocation**

If your job requires you to go on a business trip during a scheduled module, you have to provide a notice from your boss as early as possible before the module starts. A business trip is not a valid reason for not delivering exams.

**Pregnancy / Medical Conditions**

Absence due to pregnancy or a medical procedure needs be documented by a physician. The student needs to give notice in due time.

**Quarantine due to the pandemic**

Applies to the students who are quarantined at home/ hotel. Valid official documents or red code required.

**Others (Specify below)**

Signature & Date
   <b>202</b> /    /

Official Use
Date Received:
Approved:

Please send a scanned copy to [zeyuan.tang@bi.no](mailto:zeyuan.tang@bi.no) or teaching assistant.

An application which is not signed or dated will not be considered.