

Reply Form for Attendance at Student Reward and Disciplinary Committee Meetings and Written Statement

Date & Time	(Y) (M) (D) 10:30 a.m.	Venue	Seminar Room 8, 10F, Administration Building	
Name		Dept. & Class	Student No.	
Attendance (please tick the appropriate box)	<input type="checkbox"/> Attend in person (if you tick this box, you do not have to fill in the following fields ; please return the form after the advisor has signed it.) <input type="checkbox"/> Unable to attend (if you tick this box, please fill in the following fields, and then return the form after the advisor has signed it.)			
Reason for absence (please tick the appropriate box)	<input type="checkbox"/> Official Leave: _____ <input type="checkbox"/> Personal Leave: _____ <input type="checkbox"/> Sick Leave: _____ <input type="checkbox"/> Others: _____			
Written Statement	I. Reason for the Incident: (Please specify the reason) II. Self-Examination and Reflection: (Please specify your reflection and improvement measures)			

	III. Further Explanation: (You may describe the expected disciplinary action)		
Advisor		Submission Deadline	(Y) (M) (D)
Military Training Instructor		Submitted on	(Y) (M) (D)