

填寫本表格前，
請先參閱「重要事項」。
Please read the 'Important Notes'
before completing this Form.

上訴科目成績申請表

APPLICATION FOR APPEAL AGAINST COURSE RESULTS

個人資料 STUDENT PERSONAL PARTICULARS

姓名 (*先生/女士)

Name (*Mr/Ms): _____
英文 (English)
中文 (Chinese)

學生編號 Student No.: _____
考生編號 Exam No.: _____

聯絡電話 Contact Tel.: _____

上訴科目成績 APPEAL AGAINST COURSE RESULTS

科目編號 Course code: _____
學期 Term: _____

已頒發成績 Result awarded: _____
平時作業總分 OCAS: _____

若你須重考以上科目，你是否已於指定限期前辦妥有關接納重考的手續？ 是 否
 # If you have been offered a resit examination for this course, have you completed the related procedures before deadline?
Yes No

備註: 上訴科目成績申請不適用於不設期終考試的科目
 Remarks: Course results appeal is not applicable to courses without examination.

費用 PAYMENT

茲連同本表格繳交每科港幣六佰伍十元 * 支票/銀行本票，號碼為 _____，抬頭人為“香港都會大學”，作為上訴成績之行政費用。本人明白及同意上述費用概不退還，除非在調查中發現有錯誤，而且獲成績評核委員會頒發更佳之科目成績。

I have enclosed with this application a *cheque/bank cashier order number _____ of HK\$650 per course payable to "Hong Kong Metropolitan University" as the administration fee. I understand that the fee will not be refunded unless there is an error or inconsistency found and a more favourable course result is awarded by the Award Committee.

學生簽署 Signature of Student: _____
日期 Date: _____

請在適當的空格內加上'✓' 號。 # Please '✓' the box(es) as appropriate
 * 請刪去不適用者 * Please delete as appropriate

請填妥下格，以便本處寄回收訖通知。如你於寄出本表格後十天內仍未收到本處的收訖通知，請致電 2768 6688 或電郵至 regexam@hkmu.edu.hk 與考試及評核組聯絡。

Please complete the box below so that we can send you an acknowledgement. If you do not receive our acknowledgement within 10 days from your posting of this form, please contact the Examinations & Assessment Team at tel. no. 2768 6688 or email to regexam@hkmu.edu.hk.

姓名 Name: _____
 地址 Address: _____

敬啟者:
 Dear Student
 本處已收到你的 E-AR 表格，並會於十個工作天內以書面通知你有關結果。如有查詢，請致電 2768 6688 或電郵至 regexam@hkmu.edu.hk 與考試及評核組聯絡。
 We acknowledge the receipt of your Form E-AR which is being processed now. You will be notified of the result in writing within 10 working days. For enquiries, please contact the Examinations & Assessment Team at tel. no. 2768 6688 or email to regexam@hkmu.edu.hk.

教務處考試及評核組
 Examinations & Assessment Team, Registry

重要事項**IMPORTANT NOTES**

- 1 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及更改你的個人資料，如有需要，請聯絡教務處考試及評核組或保障資料主任。
The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to access and amend your personal data. If you wish to do so, please contact the Examinations & Assessment Team of the Registry or the Data Protection Officer.
- 2 如學生對校方評定的成績不滿意，可填妥 E-AR 表格予教務長提出上訴。我們將仔細重核你的科目成績，有關學院將會重改考生的考卷。除 E-AR 表格提交的上訴申請外，其他如電話、書信、電郵或向有關學院老師的查詢恕不接納。
Student who is not satisfied with the course result, may submit this form E-AR to the Registrar for reconsideration of his/her course result. We will thoroughly check your course result again and a re-marking of your script will be carried out by the School concerned. Telephone enquiry, appeal letter, e-mail or enquiry to relevant school teachers without Form E-AR will NOT be entertained.
- 3 如學生的平時作業總分未達 31 分或以上，或未符合有關科目的指定要求，將不獲考慮申請上訴成績。
Application for appeal against course result will NOT be considered if students are not able to achieve an Overall Continuous Assessment (OCAS) of 31 or fail to fulfill any compulsory requirements for the course.
- 4 每份表格只可申請上訴一科的成績。
Use ONE form for one course only.
- 5 學生的上訴申請必須連同每科港幣六百五十元之支票或銀行本票（抬頭人請寫「香港都會大學」）一併交回，作為上訴成績之行政費用。同時，請在支票或本票背面清楚寫上學生姓名、學生編號及上訴的有關科目。
Your application must be accompanied by a cheque/bank cashier order of HK\$650 per course payable to "HONG KONG METROPOLITAN UNIVERSITY" as the administration fee. At the back of the cheque or cashier order, you should write clearly your name, student number and course code.
- 6 隨上訴申請一併提交的新或遲交的特殊情況資料均不會獲校方考慮。
New or late special circumstance information submitted with an appeal will NOT be considered.
- 7 學生必須於有關考試期完結後的六個星期內（請參閱校曆表），將填妥表格連同支票或銀行本票寄交香港九龍何文田牧愛街 30 號香港都會大學 A 座五樓 A0511 室教務處考試及評核組。校方會專函回覆收妥表格。**逾期申請，恕不受理。請勿把表格寄給學科主任或導師。**
The completed form together with a cheque/bank cashier order should be submitted to the Examinations & Assessment Team, Registry, Hong Kong Metropolitan University, Room A0511, 5/F, 30 Good Shepherd Street, Ho Man Tin, Kowloon within 6 weeks after the respective examination period (Please refer to the Academic Calendar). Acknowledgement of receipt of your Form E-AR will be sent to you. **Any late applications will NOT be entertained. Do NOT send the form to your Course Coordinator or tutor.**
- 8 本校會儘快以書面通知學生有關上訴的結果。無論任何情況，校方不會將試卷發還或影印給學生。
A written reply on the appeal result will be sent to you as soon as possible. Under no circumstances will the examination script be returned or copied to the student concerned.
- 9 若學生未能親自提出申請，可委託他人代為辦理有關手續。然而，學生必須呈交一封授權書，列明受託人之姓名及香港身份證號碼。請注意，學生或其代理人仍需遵照校方規定的程序及限期提出申請。
If you are unable to submit the application by yourself, you may request a second party to submit the application on your behalf. You must however enclose a letter of authorization stating the name and HKID number of that authorized person. Please note that you or your agent have to follow the procedures and deadline as specified by the University from time to time.
- 10 如有任何查詢，請於辦公時間內致電 2768 6688 或電郵至 regexam@hkmu.edu.hk 與教務處考試及評核組聯絡。
For any enquiries, please contact the Examinations & Assessment Team of the Registry at 2768 6688 or email to regexam@hkmu.edu.hk during office hours.