NOTES TO STUDENTS
1. This form is for use by students for lodging an appeal against decisions on subject results. Students appealing against the decision of the Board of Examiners (BoE) on de-registration should use the application form for “Appeal against the Decision of BoE on De-registration” (Form CPCE 14) and follow the relevant procedures as stipulated in the Student Handbook.

2. A student who wishes to appeal against decisions on subject results may submit an application to the Director of Hong Kong Community College (HKCC) by completing this form. The completed form, together with documentary proof in original should be submitted to HKCC for processing within one week upon the official announcement of the assessment results, including the result announcement day. For the exact dates of application deadlines, please refer to the list of “Application Deadlines for HKCC Standard Forms”.

3. The following may constitute grounds for a review of the decision reached by Subject Assessment Review Panel (SARP):
   • If a student has evidence that his / her examination performance was adversely affected by illness or other factors beyond his / her control which he / she was unable or, for valid reason, unwilling to divulge before SARP reached its decision and of which SARP was unaware. The request from the student must be supported by the original medical certificates or other documentary evidence.
   • If there is evidence provided by a student or any other person that there has been a material administrative error, or that the examinations were not conducted in accordance with the current regulations for the programme or with the academic regulations of HKCC, or that there was manifest inconsistency in marking between different classes of a given programme or that some other material irregularities had occurred.
   A student’s disagreement with the marking done by the subject examiner or with the decision of SARP is not in itself an adequate ground for an appeal.

4. Students appealing against the decision on their assessment results shall pay a fee of HK$125. If more than one subject is involved, an extra fee of HK$125 shall be charged for each additional subject. This fee shall be refunded if the appeal is upheld.

5. The information given in the form will be used only for processing this application.

I. PARTICULARS OF STUDENT

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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<tbody>
<tr>
<td>Programme Title</td>
<td></td>
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<tr>
<td>Contact Number</td>
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II. APPLICATION DETAILS

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>20____ / _____</th>
<th>Semester</th>
<th>One / Two / Summer Term *</th>
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<tr>
<th>Subject Code and Title</th>
<th>Subject Code and Title</th>
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<td>1.</td>
<td>2.</td>
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Grounds for appeal (Please read Note 3 before filling in the grounds for appeal):

________________________________________

________________________________________

________________________________________

________________________________________

* delete as appropriate

(Please continue on next page)
III. DECLARATION OF STUDENT (Please put a tick in the appropriate box(es).)

a) Have you provided all marked assignments for subject(s) with 100% continuous assessment stated in Part II above?

☐ Yes
☐ No [I cannot provide_____________________________.
Reason(s):_____________________________.]

Please note that application can be processed only if all marked assignments are provided for subject(s) with 100% continuous assessment.

b) Have you submitted an appeal against the decision of BoE on de-registration using Form CPCE 14 in the semester stated in Part II above?

☐ Yes [Submission date: ________________________ ]
☐ No

I declare that the information given in support of this application is true and correct, and authorise HKCC and its designated officer(s) to approach the respective issuing organisation(s) or professional(s) of the supporting document(s) for verification of authenticity when processing this application. I also understand that it is a serious offence to provide forged document(s), and disciplinary action shall be taken within the College of Professional and Continuing Education where a case is identified. The College shall also reserve the right to report the forgery to the police.

Signature of Student ____________________________ Date ____________________________

FOR OFFICE USE ONLY

Application is ☐ approved by the Division Head on ______________ / ☐ not approved by the Internal Moderator on ______________.

• For approved case, computer record updated by CPCE on ____________________________.
• Notified student by ☐ mail on ____________________________; or ☐ phone on ____________________________.
• Appeal fee refunded on ____________________________.

* Completed application form (together with supporting documents, if any) can be submitted to the College by:

(i) email to coffice@hkcc-polyu.edu.hk through your student email account, or

(ii) in person to Information Kiosk on:
- UG/F., PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon; or
- 2/F., North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

# The list is obtainable at the my.HKCC Student Portal (Documents and Forms > Forms > Standard Forms > Others: Application Deadlines for HKCC Standard Forms).

(11/2020)