

## Appeal against the Decision on De-registration

Please read the notes overleaf before completing this form.

### I. PARTICULARS OF STUDENT

Name \_\_\_\_\_

Programme Title \_\_\_\_\_

Contact No. \_\_\_\_\_ Mode of Study  Full-time  Part-time

Student No.									
Programme Code					Stream Code				

### II. APPLICATION DETAILS

- (a) I wish to appeal against the decision on de-registration in Semester **One/ Two/ Summer Term** \* in the Academic Year 20\_\_ / \_\_.
- (b) Grounds for Appeal (*please tick as appropriate*):
- Medical ground  Family mishap
- There had been material procedural/ administrative errors or material procedural irregularities relating to marking and regulations.  Other reasons (please specify) \_\_\_\_\_
- (c) Full Account of Grounds for Appeal (*please use separate sheets if necessary*): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (d) I understand that full set of supporting documents must be submitted together with this form. I have attached the following supporting document(s) (*please tick as appropriate*):
- A copy of the official receipt of the appeal fee
- Medical certificate(s)
- Supporting documentation from counsellor/ social worker/ relevant authority or professionals
- Others (please specify) \_\_\_\_\_
- (e) Other information (*please tick as appropriate*):
- I **have/ have not** \* met the Student Counselling Officer from CPCE Student Affairs Office (CSAO). (Please fill in the following if you have met a Student Counselling Officer from CSAO.)
- Name of Student Counselling Officer(s) \_\_\_\_\_
- Date(s) of counselling session(s) \_\_\_\_\_
- I authorise the above Student Counselling Officer(s) to release relevant information about myself to my Programme Administrative Hosting Division and CPCE Academic Appeals Committee, when necessary.
- I attach my future study plan for reference.
- I have submitted an appeal against subject result(s) (Form CAR 32) in this semester.

### III. DECLARATION OF STUDENT

I declare that the information given in support of this application is true and correct, and authorise the College of Professional and Continuing Education (CPCE) 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 CPCE where a case is identified. CPCE shall also reserve the right to report the forgery to the police.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

#### IV. FOR OFFICE USE ONLY

- This application is **approved / rejected** \* by the CPCE Academic Appeals Committee
- (For approved case) Computer record updated by \_\_\_\_\_ on \_\_\_\_\_
- Notification sent to student by \_\_\_\_\_ on \_\_\_\_\_
- (For approved case) Appeal fee refunded on \_\_\_\_\_

\* delete as appropriate

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#### NOTES TO STUDENTS

1. This form is for use by students of PolyU-HKCC/ PolyU-SPEED award programmes for lodging an appeal against the decision of the Board of Examiners (BoE) on **de-registration**. Students appealing against subject results should use the application form for “Appeal against the Decision on Subject Results” (Form CAR 32) and follow the relevant procedures as stipulated in the Student Handbook.
2. The application procedures are as follows:
  - i. complete Sections I, II and III of this form
  - ii. submit the completed form with relevant documentary proof to your General Office of the Programme Administrative Hosting Division **within one calendar week upon the official announcement of the assessment results** which is inclusive of the result announcement day. **Late applications will not be accepted.**
  - iii. settle a fee of **HK\$125**. Payment can be made by Octopus or using the debit note obtainable from the General Office of the Programme Administrative Hosting Division. The fee shall be refunded if the appeal is upheld.
3. Applications without any of the following will **not** be processed:
  - a. a copy of the official receipt of the appeal fee
  - b. a detailed account of the grounds for the appeal
  - c. supporting evidence such as medical certificates or other supporting documentation from relevant organisations.
4. The following may constitute grounds for appeal against the de-registration decision:
  - a. If a student has evidence to support that his/ her examination performance has been adversely affected by factors beyond his/ her control (such as illness or family mishaps, e.g. death/ hospitalisation/ imprisonment or detention of family member including father, mother, spouse, children or other dependent family members; giving birth to child; the student’s own imprisonment or detention);
  - b. If there is evidence that there has been a material procedural/ administrative error, or that the examinations were not conducted in accordance with the current regulations for the programme or with the academic regulations of PolyU and CPCE, or that there was manifest inconsistency in marking among different classes of a given programme, or that some other material procedural irregularities had occurred.A student’s disagreement with the decision of the BoE is **not** in itself an adequate ground for appeal.
5. The appeal by the students will be considered by the CPCE Academic Appeals Committee, which will deliberate the appeal cases making reference to the recommendations of the Programme Administrative Hosting Division concerned. The decisions of the CPCE Academic Appeals Committee shall be final within CPCE. When submitting the appeal form, the appellant has the responsibility to make known to the CPCE Academic Appeals Committee full details and evidence that would support his/ her appeal.
6. The information given in this form will only be used for processing this application.

#### General Offices of Academic Divisions

Division of Business and Hospitality Management (BHM)  
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