

Application against the Decision on Subject Results

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 result of the following subject(s) in Semester **One/ Two/ Summer Term** * in the Academic Year 20__ / __.

| No. | Subject Code | Subject Title |
|-----|--------------|---------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

- (b) Full account of grounds for appeal (please use separate sheets where necessary): _____
- _____
- _____
- _____

- (c) 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
- For a subject with 100% continuous assessment, I **have/ have not** * provided **all** marked assignments

If not, the assignments cannot be provided: _____

Reason(s): _____

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

- Medical certificate(s)
- Supporting documentation from relevant authority or professionals
- Others (please specify) _____

- (d) I have also submitted an appeal against decision on de-registration (Form CAR 30) in this semester.

III. DECLARATION OF STUDENT (please tick as appropriate)

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

- (For approved case) Form CAR 9 (CPCE) completed and submitted to CPCE on _____, and the computer record updated by CPCE on _____
- Notification sent to student by _____ on _____
- (For approved case) Appeal fee refunded by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. This form is for use by students for lodging an appeal against the decision 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 CAR 30) 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 the General Office of the Programme Administrative Hosting Division concerned **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 for each subject**. 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. The following may constitute grounds for appeal against the decisions on subject results:
 - 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 marking done by the subject examiner or with the decision of Subject Assessment Review Panel (SARP) is **not** in itself an adequate ground for appeal.
4. You will normally be notified of the result of application in writing within seven working days after the receipt of the completed application.
5. 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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