TUNG WAH COLLEGE

Form REG-18

Ref. No.:

Registry

AP____S____

Application for Appeal against Assessment Result / Academic Decision

Please read the notes below before			
Appeal against assessment result 1. A fee of <u>HK\$600/course</u> is red	<u>L</u> juired for each appeal against assessment result. Fees paid are <u>not refundable unless a</u>		
positive grade adjustment is confirmed after the appeal.			
2. The completed application form should be submitted to the Registry and payment should be made within <u>3 working</u> days after the official announcement of the assessment results.			
3. Students will be informed of th	e appeal result in writing within 21 working days of the appeal.		
Appeal against academic decisio			
	n academic decision on the following grounds: ative/procedural irregularity which affected the Board's decision;		
(ii) there exist any extenuating	circumstances, for valid reasons, that the appellant was unable to bring to the Board's		
attention prior to its deliber 2 The following grounds for appe	ations. eals against an academic decision are <u>not</u> to be considered:		
(i) a study overload;	(iii) the amount of work the student has done; and		
	cy; (iv) general unspecified grievances.		
	or each appeal against academic decision. Fees paid are not refundable . n should be submitted to the Registry and payment should be made within 7 working		
days after the official announc	ement of the academic decision.		
5. The grounds for appeal must b	e clearly stated in Section D and supporting documents have to be provided.		
Section A: Student Particula	PC		
Eng	() Student No.: lish Name in BLOCK letters Chinese Name		
	(Major:) Phone No.:		
*Delete as appropriate			
Section B: Application Detail	S		
I wish to appeal against:			
assessment result of a cour	rse (Please fill in Section C)		
de-registration of studies (
	lease specify :		
	(Please fill in Section D)		
Signature of Student:	Date:		
Section C: Course to be App	ealed (for appeal against assessment result ONLY)		
I wish to appeal against the result	of assessment for the following course:		
Course Code:			
Course Title:	<u></u>		
Original Grade:			
Assessment to be Appealed:	(a) final examination ; <i>and/or</i> *		
	(b) continuous assessment component (e.g. test, assignment, report, etc.)		
	please specify :		
*Delete as appropriate			
For FO/REG use only (Form R	FC-18)		
	/ Octopus / EPS Payment Ref: Amount: \$		
FO Receipt No.:			
1 0 Notopi 110			

Section D: Ground(s) for appeal against academic decision (use separate sheet(s) where necessary and attach supporting document(s) to this form)		
	_	
	_	
	_	
	_	
	_	

For REG use only (Form REG-18)	
1. Receive application form by on	
2. Scan form and pass to Programme Officer by on	