



**For Official Use Only**

**To be completed by Administration Division**

Form Received on \_\_\_\_\_

Handled By \_\_\_\_\_

Cheque No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

**To be completed by Programme Team**

Result:  Unsuccessful (grade/status unchanged)

Successful (grade/status changed) \_\_\_\_\_

(Please state the original and new grade/status)

Verified by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Recommend the appeal result

Not recommend the appeal result

Justification \_\_\_\_\_

\_\_\_\_\_  
Programme Director

\_\_\_\_\_  
Date

**To be completed by Registry**

Verified by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

(Remarks: \_\_\_\_\_)

Approve the recommendation

Not approve the recommendation

\_\_\_\_\_  
Associate Director (Academic Quality and Development)

\_\_\_\_\_  
Date

## **申請「成績覆核」須知**

1. 成績覆核申請須於有關課程之成績單上列印日期起兩星期內才會受理。
2. 本院待收到填妥之申請表格及有關費用後，方可處理台端之申請。
3. 申請成績覆核費用為每科目港幣五百元正。所有費用一經收取，本院恕不退還。倘成績覆核後有所改動，本院則退回該科目之手續費。成績覆核後之結果將為最後成績，本院恕不就同一科目再接受申請成績覆核。
4. 如申請覆核超過一個科目，請分別填寫申請表格。
5. 請把填妥表格，劃線支票或信用卡資料交回或郵寄至本院於「香港九龍尖沙咀漆咸道南39號鐵路大廈6樓」之總辦事處。
6. 繳費辦法：
  - (i) 支票付款  
申請人可郵寄劃線支票或銀行本票到本院，抬頭為「香港中文大學」。
  - (ii) 易辦事付款  
申請人可於遞交申請表格時，用本地銀行發出之提款卡於本院之報名中心以易辦事繳交費用。
  - (iii) Visa/萬事達卡  
請於申請表格內填寫持卡人姓名、信用卡號碼、有效日期、授權金額及簽署，並親臨或郵寄至本院辦理。
7. 如有查詢，請與本院教務組聯絡：  
電話：2209-0235 / 2209-0478 / 2209-0275  
傳真：2603-6565  
電郵：scs-registry@cuhk.edu.hk
8. 個人資料收集聲明：閣下在本表格內所提供的個人資料將供本院職員處理此申請之用。

## **Notes for Application for Academic Appeal**

1. Application for Academic Appeal should be made within 2 weeks upon the issuance of Results Slip.
2. Applications will be processed upon receipt of the completed application form and payment.
3. Fees per module should be \$500. Fees once paid are not refundable. The fees shall be refunded to the applicant in case of any adjustments in grades. The decision of the review of Academic Appeal shall be final and no second Academic Appeal on the same module will be allowed.
4. Fill in separate forms if you want to apply for Academic Appeal of more than one module.
5. Fill in all the required information on the application form. Return the form with cheque or credit card information to the School's Head Office at "6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong".
6. Payment Method :
  - (i) Payment by Cheque  
Applicants may send a crossed cheque or bank draft made payable to "The Chinese University of Hong Kong".
  - (ii) Payment by EPS  
Applicants can make payment by EPS when they submit application forms at the School's Enrolment Centres.
  - (iii) Payment by Visa / Master Card  
The application form should include the card holder's name, card number, expiry date, authorised amount and card holder's signature.
7. For enquiries, you can contact the Registry by:  
Phone: 2209-0235 / 2209-0478 / 2209-0275  
Fax: 2603-6565  
E-mail: scs-registry@cuhk.edu.hk
8. Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.