Form REG-18

TUNG WAH COLLEGE
Registry

Ref. No.:
AP___-____S___-_____

Application for Appeal against Assessment Result / Academic Decisions

Please read the notes below before completing this form:

Appeal against assessment result:

1. A fee of **HK$600/course** is required for each appeal against assessment result. Fees paid are **not refundable unless a 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 **3 working days** after the official announcement of the assessment results.
3. Students will be informed of the appeal result in writing within 21 working days of the appeal.

Appeal against academic decisions:

1. A student may appeal against academic decisions on the following grounds:
   (i) there has been an administrative/procedural irregularity which affected the Board's decisions;
   (ii) there exist any extenuating circumstances, for valid reasons, that the appellant was unable to bring to the Board's attention prior to its deliberations.
2. The following grounds for appeals against academic decisions are not to be considered:
   (i) a study overload; (iii) the amount of work the student has done; and
   (ii) lack of language proficiency; (iv) general unspecified grievances.
3. A fee of **HK$250** is required for each appeal against academic decisions. Fees paid are **not refundable**.
4. The completed application form should be submitted to the Registry and payment should be made within **7 working days** after the official announcement of the academic decisions.
5. The grounds for appeal must be clearly stated in Section E and supporting documents have to be provided.

Section A: Student Particulars

Name*(Mr/Miss/Ms*)*: _____ (_____) Student No.: _____
English Name in BLOCK letters *Chinese Name*

Programme of Study: _____ (Major: _____) Phone No.: _____

***Delete as appropriate**

Section B: Application Details

I wish to appeal against:

☐ assessment result of a course (Please fill in Section C and E)

☐ de-registration of studies (Please fill in Section D and E)

☐ other academic decisions, please specify : _____ (Please fill in Section E)

Signature of Student: _____ Date: _____

Section C: Course to be Appealed (for appeal against assessment result ONLY)

I wish to appeal against the result of assessment for the following course:

Course Code: _____

Course Title: _____

Original Grade: _____

Assessment to be Appealed: ☐ (a) final examination ; ***and/or****

☐ (b) continuous assessment component (e.g. test, assignment, report, etc.)

please specify : _____

***Delete as appropriate**

Section D: Supporting Documents Checklist

I have attached:

☐ recommendations from the Student Academic Advisor/Programme Leader; and/or

☐ recommendations from the practicum or internship partner; and/or

☐ medical certificate issued by a registered medical practitioner in Western or Chinese Medicine.

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Section E: Ground(s) for Appeal against De-registration of Studies or Other Academic Decisions (use separate sheet(s) where necessary and attach supporting document(s) to this form)

For FO/REG use only (Form REG-18)

Paid by Cheque / Bank-in / Octopus / EPS Payment Ref: _____ Amount: $_____

FO Receipt No.: _____ Handled/Recorded by _____ on _____

For REG use only (Form REG-18)

1. Receive application form, scan form and pass to REG Programme Officer by _____ on _____
2. Email to School by _____ on _____
3. (For appeal against assessment result) Fill in Form REG-I-18A by _____ on _____
4. (For appeal against assessment result) Receive appeal result from the School by _____ on _____
5. (For appeal against academic decision) Receive results from the SAC by _____ on _____
6. Update Access by _____ on _____
7. (For successful appeal against academic decisions) Update student record in PowerCAMPUS by _____ on _____
8. Email student (cc School) of the result by _____ on _____