



覆核成績申請表 Application for Re-assessment of Academic Result

請參閱背頁之申請須知。 Please turn overleaf for notes for application.

個人資料 PERSONAL PARTICULARS

姓名 (英文) _____ 中文姓名 _____ 身份證號碼 _____
Name (English): _____ Chinese Name: _____ HKID Card No.: _____

日間聯絡電話 _____ 電郵地址 _____
Daytime Contact No.: _____ Email Address: _____

學生編號/註冊號碼 _____ 課程名稱 (如適用) _____
Student / Enrolment No.: _____ Programme Title (if applicable): _____

申請覆核成績之科目 COURSE APPLIED FOR RE-ASSESSMENT OF ACADEMIC RESULT

修讀年份 _____ 學期 _____ 組別編號 _____
Year: _____ Term: _____ Section Code: _____

科目名稱 _____
Course Title: _____

申請原因 (如空位不足, 可另紙書寫, 亦可另附補充資料。)

Reason for Application (Please write on a separate sheet if the space provided is insufficient. Attach supplementary information if appropriate):

簽署 _____
Signature: _____

日期 _____
Date: _____

本院專用 FOR OFFICE USE ONLY

Application received by: _____ (/ /) Identity verified by: _____ (/ /)

Application Fee received by: _____ (/ /) Receipt No.: _____

Receipt acknowledged by: _____ (/ /) Documents to AA prepared by: _____ (/ /)

Result of Re-assessment:

Upgraded / Downgraded

System Record amended by: _____ (/ /) Approved by: _____ (/ /)

Refund handled by: _____ (/ /) Issuance of Certificate handled by: _____ (/ /)

Unchanged

Remarks: _____

Notification prepared by: _____ (/ /) Checked by: _____ (/ /) Sent out by: _____ (/ /)

申請須知 Notes for Application

1. 學員可於成績公佈後四星期內提出有關申請。
Students can submit their applications within 4 weeks after the release of results.
2. 覆核成績一般只限於考試部份。
In general, only the examination will be re-assessed.
3. 申請費用：港幣 250 元正*（如以支票繳付，抬頭請寫上「香港浸會大學」，並於支票背頁寫上姓名、學生編號/註冊號碼及聯絡電話）。
The application fee is HK\$250* (for cheque payment, please make it payable to “Hong Kong Baptist University”. Please write your name, student / enrolment no. and contact number on the back of the cheque).
4. 申請方法
 - 郵寄
填妥 (i)申請表，連同 (ii)香港身份證/學生證/註冊證副本及 (iii)申請費用（劃線支票），郵寄至「九龍塘聯合道三百二十號建新中心二樓香港浸會大學持續教育學院」，信封面請註明「申請覆核成績」及所修讀之課程名稱；本院將以電郵確認收妥此申請。
 - 親身遞交
填妥 (i)申請表，連同 (ii)申請費用（現金/易辦事/劃線支票），親臨本院九龍塘校園中心思齊樓、尖沙咀中心、東九龍中心或灣仔中心辦事處遞交。

Application Methods

 - By mail
Submit (i) the completed application form with (ii) a copy of HKID Card / Student ID Card / Registration Slip and (iii) the application fee (crossed cheque) to “School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong”. Please mark “Application for Reassessment of Academic Result” and the programme title on the envelope. The School will acknowledge receipt of the application by email.
 - In person
Submit (i) the completed application form with (ii) the application fee (cash / EPS / crossed cheque) to the Office at Kowloon Tong Campus Centre DLB, Tsimshatsui Centre, Kowloon East Centre or Wan Chai Centre.
5. 覆核成績一般需時四星期，本院將個別通知學員有關覆核結果。
Re-assessment of academic result generally requires 4 weeks to process. The School will inform students of the result individually.
6. 若覆核成功，申請費用將全數退回。
The application fee will be refunded in full if the re-assessment is successful.
7. 學員於此表格所填報的個人資料及提交的文件只供處理本項申請，並將會於完成處理後六個月內銷毀。
The personal data collected in this form and documents submitted are processed for this application only, and will be destroyed in six months after the process is completed.

*所有費用如有更改，恕不另行通知。 All fees are subject to change without prior notice.