



## 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

英文姓名  
Name in English: \_\_\_\_\_ 中文姓名  
Name in Chinese: \_\_\_\_\_ 身份證號碼  
HKID Card No.: \_\_\_\_\_

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

學生編號/註冊號碼  
Student / Enrolment No.: \_\_\_\_\_ 課程名稱 (如適用)  
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  
Year: \_\_\_\_\_ 學期  
Term: \_\_\_\_\_ 組別編號  
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):

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簽署  
Signature: \_\_\_\_\_ 日期  
Date: \_\_\_\_\_

### 本院專用 FOR OFFICE USE ONLY

Application received by: \_\_\_\_\_ ( / / ) Identity verified by: \_\_\_\_\_ ( / / )

Receipt acknowledged by: \_\_\_\_\_ ( / / ) Documents to AA prepared by: \_\_\_\_\_ ( / / )

#### Result of Re-assessment:

Upgraded / Downgraded

System Record amended by: \_\_\_\_\_ ( / / ) Approved 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五個工作天內提出有關申請。逾期遞交申請將作個別考慮。  
Students can submit their applications within 5 working days after the release of results. Late application will be considered case-by-case.
2. 覆核後的成績可維持不變，亦可上調或下調。  
The grade after reassessment could be adjusted upward or downward, or remain unchanged.
3. 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，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（如適用）；本院將以電郵確認收受此申請。
  - 親身遞交  
填妥 (i)申請表，親臨本院九龍塘校園中心持續教育大樓辦事處、市區教學中心、東九龍教學中心或灣仔教學中心遞交。

Application Methods

  - By mail  
Submit (i) the completed application form with (ii) a copy of HKID Card / Student ID Card / Registration Slip 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 (if applicable) on the envelope. The School will acknowledge receipt of the application by email.
  - In-person  
Submit (i) the completed application form to the Kowloon Tong Campus Centre SCE Tower Office, Town Learning Centre, Kowloon East Learning Centre or Wan Chai Learning Centre.
4. 覆核成績一般需時三星期，本院將個別通知學員有關覆核結果。  
Re-assessment of academic result generally requires 3 weeks to process. The School will inform students of the result individually.
5. 香港浸會大學會根據「私隱政策聲明及收集個人資料聲明」收集個人資料。有關詳情，請參閱 <https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>（請選擇中文語言）。  
Collection of personal data adheres to the Privacy Policy Statement and Personal Information Collection Statement (PPS & PICS) of the Hong Kong Baptist University. Please refer to <https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/> for access to the PPS & PICS.

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