

重要事項**IMPORTANT NOTES**

- 1 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及更改你的個人資料，如有需要，請聯絡教務處考試及評核組或保障資料主任。
The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to access and amend your personal data. If you wish to do so, please contact the Examinations & Assessment Team of the Registry or the Data Protection Officer.
- 2 如學生對校方評定的成績不滿意，可填妥 E-AR 表格予教務長提出上訴。我們將仔細重核你的科目成績，有關學院將會重改考生的考卷。除 E-AR 表格提交的上訴申請外，其他如電話、書信、電郵或向有關學院老師的查詢恕不接納。
Student who is not satisfied with the course result, may submit this form E-AR to the Registrar for reconsideration of his/her course result. We will thoroughly check your course result again and a re-marking of your script will be carried out by the School concerned. Telephone enquiry, appeal letter, e-mail or enquiry to relevant school teachers without Form E-AR will NOT be entertained.
- 3 如學生的平時作業總分未達 31 分或以上，或未符合有關科目的指定要求，將不獲考慮申請上訴成績。
Application for appeal against course result will NOT be considered if students are not able to achieve an Overall Continuous Assessment (OCAS) of 31 or fail to fulfill any compulsory requirements for the course.
- 4 每份表格只可申請上訴一科的成績。
Use ONE form for one course only.
- 5 學生的上訴申請必須連同每科港幣六百五十元之支票或銀行本票（抬頭人請寫「香港都會大學」）一併交回，作為上訴成績之行政費用。同時，請在支票或本票背面清楚寫上學生姓名、學生編號及上訴的有關科目。
Your application must be accompanied by a cheque/bank cashier order of HK\$650 per course payable to "HONG KONG METROPOLITAN UNIVERSITY" as the administration fee. At the back of the cheque or cashier order, you should write clearly your name, student number and course code.
- 6 隨上訴申請一併提交的新或遲交的特殊情況資料均不會獲校方考慮。
New or late special circumstance information submitted with an appeal will NOT be considered.
- 7 學生必須於有關考試期完結後的六個星期內（請參閱校曆表），將填妥表格連同支票或銀行本票寄交香港九龍何文田牧愛街 30 號香港都會大學 A 座五樓 A0511 室教務處考試及評核組。校方會專函回覆收妥表格。**逾期申請，恕不受理。請勿把表格寄給學科主任或導師。**
The completed form together with a cheque/bank cashier order should be submitted to the Examinations & Assessment Team, Registry, Hong Kong Metropolitan University, Room A0511, 5/F, 30 Good Shepherd Street, Ho Man Tin, Kowloon within 6 weeks after the respective examination period (Please refer to the Academic Calendar). Acknowledgement of receipt of your Form E-AR will be sent to you. **Any late applications will NOT be entertained. Do NOT send the form to your Course Coordinator or tutor.**
- 8 本校會儘快以書面通知學生有關上訴的結果。無論任何情況，校方不會將試卷發還或影印給學生。
A written reply on the appeal result will be sent to you as soon as possible. Under no circumstances will the examination script be returned or copied to the student concerned.
- 9 若學生未能親自提出申請，可委託他人代為辦理有關手續。然而，學生必須呈交一封授權書，列明受託人之姓名及香港身份證號碼。請注意，學生或其代理人仍需遵照校方規定的程序及限期提出申請。
If you are unable to submit the application by yourself, you may request a second party to submit the application on your behalf. You must however enclose a letter of authorization stating the name and HKID number of that authorized person. Please note that you or your agent have to follow the procedures and deadline as specified by the University from time to time.
- 10 如有任何查詢，請於辦公時間內致電 2768 6688 或電郵至 regexam@hkmu.edu.hk 與教務處考試及評核組聯絡。
For any enquiries, please contact the Examinations & Assessment Team of the Registry at 2768 6688 or email to regexam@hkmu.edu.hk during office hours.