



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。你有權查閱及改正你的個人資料，如有需要，請聯絡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 request access to and correction of your personal data. If you wish to do so, please contact the Examinations & Assessment Team or the Data Protection Officer.
2. 每份表格只能用作一科的申請。  
Use a new form for each course.
3. 學生如未能完成指定 必修 日間課堂，而欲申請於下學期補修，應填寫此申請表並交回本校。但學生如能出席另一組別之必修日間課堂，應先聯絡有關學科主任以便作出上課的安排，而不應填寫此表格。  
This form should be submitted only if you cannot/have not fulfilled the compulsory day school requirement of your course and would like to defer it to the next presentation. However, if you can attend the day school scheduled for another group, you should contact your Course Coordinator to arrange attendance of it and should not complete this form.
4. 學生如知道必不能完成指定之日間課堂，應盡早遞交此申請表，而不應待至最後一次日間課堂完結後才申請。  
Submit this form as soon as you know that you will not be able to complete the day school requirement in any case and should not wait until the last day school.
5. 學生一般將於科目成績公佈後一個月內收到申請結果。學生的申請如獲得批准，學院會在補修學期盡快以書面通知學生有關補修的詳情。至於不獲批准的申請者，本校會自動於其成績通知書上列明有關科目為「不合格」。  
You should receive your application result normally within 1 month after the course result is announced. If your application is approved, a written reply advising details of the make-up day school will be sent to you by School as soon as it is available in the presentation for your make-up. If your application is rejected, a “Fail” result will automatically be awarded.
6. 申請會由成績評核委員會考慮。在等候申請結果期間，學生仍須繼續呈交功課，預備有關科目之考試及出席考試。  
Applications will be considered by the Award Committee. You must continue to submit assignments, prepare for and attend the examination while awaiting the University’s decision.
7. 最後一次開辦的科目不設補修課堂。  
No make-up dayschool will be available for courses of their last presentation.
8. 請把填妥的表格傳真至 8148 3378 或寄交九龍何文田牧愛街三十號五樓 A0511 室香港都會大學教務處考試及評核組。  
Fax it to 8148 3378 or submit the completed form to the Examinations & Assessment Team of the Registry, Hong Kong Metropolitan University, Room A0511, 5/F, 30 Good Shepherd Street, Ho Man Tin, Kowloon.
9. 如有查詢，請於辦公時間內致電 2768 6688 與考試及評核組聯絡。  
For any enquiries, please contact the Examinations & Assessment Team at 2768 6688 during office hours.