



MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

For SCS Use Only

APPLICATION FOR ACADEMIC APPEAL

Please read the notes overleaf before completing this form.
Please use capital letters

I. PARTICULARS OF STUDENT

Name in Chinese (as printed on ID) Student No.
Name in English (as printed on ID) Contact No.
Correspondence Address
E-mail Address
Program Bachelor of Business Administration Bachelor of International Tourism Management

II. APPLICATION FOR ACADEMIC APPEAL

Course Code Course Title
Section Mark Originally given
Course Teacher Examination taken in
Reason for Application

III. Dispatch Method

To collect personally at SCS To authorize some other persons to collect document

Students may authorize someone to apply or collect the certification on their behalf provided that an authorization letter is shown together with the authorized person's ID card and copy of the student's campus or ID card.

Applicant's Signature Date

IV. FOR OFFICE USE ONLY

Application fee has been settled MOP/HKD500, Receipt No.

Authorized Signature Date

V. FOR OFFICE USE ONLY

A) RESULT OF REASSESSMENT	
Mark Originally given _____	Mark after reassessment _____
_____ Teacher	_____ Date
_____ Academic Affairs	_____ Date
Successful Appeal Unsuccessful Appeal	
_____ Director	_____ Date

B) SCHOOL OF CONTINUING STUDIES	
Student is notified in writing of the result of the appeal.	Date _____
((For successful appeal) Copied to Accounts Office for refund.	Date _____
((For successful appeal) Copied to IT Office to update student's record and re-issue Notification Letter.	Date _____

- _____
(i)
(ii) / 500

Notes

- A student who wishes to apply for academic appeal should follow the procedures specified below:
 - Complete Section I-III of this form.
 - An application fee of MOP/HKD500.00 will be applied for each course. Please submit this form and application fee to School of Continuing Studies respectively within 10 working days after the announcement of academic results. Late applications will not be accepted.
- The application fee will be refunded if the appeal results in a difference to the grade of course applied.
- Student will be notified in writing of the appeal result within 40 days from the date of application.
- With regards to the Rules and Regulations for Academic Appeal, please refer to the latest Student Handbook for details.
- All matters and disputes will be subject to the final decision of the University.
- The University reserves all rights and privileges in amending and explaining the above mentioned rules and regulations.