



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

成績覆核申請表
APPLICATION FOR ACADEMIC APPEAL

院所職員收件記錄

To be filled by staff:

Received by: _____

Date: _____



(注意: 本申請表只適用於**研究生**。Note: This form is only applicable for *postgraduate students*.)

I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名 _____ 學生編號 _____
Student Name _____ Student No. _____
就讀課程 _____ 就讀專業 _____
Program _____ Major Name _____
聯絡電話號碼 _____ 電郵地址 _____
Contact Phone No. _____ E-mail Address _____

II. 需覆核成績之科目資料 INFORMATION OF APPEALED COURSES

科目編號 Course Code		科目名稱 Course Title	
班別 Class		教師姓名 Course Teacher	
考試日期 Examination Date		原來等級 Originally Grade	
申請覆核原因 Reason for Appeal			

III. 學生聲明 DECLARATION

本人確認本申請表中所提供的資料真實無誤，並聲明已知悉及明白『[澳門科技大學教務處個人資料收集聲明](#)』的內容。I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the "[Personal Data Collection Statement of Academic Registry of Macau University of Science and Technology](#)".

學生簽名 _____ 日期 _____
Student's Signature _____ Date _____

注意事項

- 學生申請覆核考試成績應按下列程序辦理：
 - 填妥表格第 I 至 II 部份。
 - 申請成績覆核之手續費為每科澳門幣/港幣 500 元正。申請者請填妥表格連同身份證明文件複印件及有關手續費，於**成績公佈後十個工作天內**遞交至所屬院所及會計處，逾期將不獲受理。
- 如成績覆核後成績等級有所更改，該科目之覆核手續費將獲退回。
- 覆核時間由遞交申請表及手續費起計大約需時四十個工作天，有關結果將以書面通知學生。
- 獲退回覆核手續費之學生，會計處將以支票形式退回相關費用，請留意會計處通知。
- 有關成績覆核之詳細規則，請參閱最新學年學生手冊 - 「成績評定」。
- 大學保留修訂及闡釋上述規定的一切權利。

Notes

- A student who wishes to apply for academic appeal should follow the procedures specified below:
 - Complete Section I and II of this form.
 - An application fee of MOP/HKD500.00 will be applied for each course. Please submit this form with identification document and application fee to the Faculty Office and Accounts Office 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 working days from the date of application.
- The appeal fee will be refunded to students who succeed in appeal by cheque. Please aware of related notification by the Accounts Office.
- With regards to the Rules and Regulations for Academic Appeal, please refer to the sections on "Assessment" in the latest Student Handbook.
- The University reserves all rights and privileges in amending and explaining the above regulations.

由校方填寫 FOR OFFICE USE ONLY

會計處收費 THE ACCOUNTS OFFICE

學生已付手續費 澳門幣/港幣 _____ 元。 付款方式： _____
Application fee has been settled MOP /HKD _____元。 Payment Method : _____

負責人簽名： _____ 日期： _____
Authorized Signature : _____ Date : _____

A) 學院/研究所 FACULTY/INSTITUTE

覆核結果 Result of Re-assessment (由授課教師填寫 To be filled by the course teacher)

- 覆核失敗
Unsuccessful Appeal
- 覆核成功 原來等級 _____ 覆核後等級 _____
Successful Appeal: Grade originally given _____, Grade after reassessment _____
(*如覆核成功，請同時附上《總評成績更正表》。Please attach a *FORM FOR ALTERATION OF FINAL MARK* with successful appeal.)

教師簽名 _____ 日期 _____
Signature of the teacher _____ Date _____

院所負責人簽名 _____ 日期 _____
Signature of the Dean/representative _____ Date _____

B) 資訊處 IT OFFICE (只適用於覆核成功者 Applicable for successful appeal only)

- 已更新成績等級 Grade updated

負責人簽名 _____ 日期 _____
Authorized Signature _____ Date _____

C) 研究生院 SCHOOL OF GRADUATE STUDIES

- 覆核成功 Successful appeal
- COES 成績已更新 COES result checked
- 已出具書面通知 Notification issued
- 已電郵及抄送會計處退手續費 Email and copied to the Accounts Office for refund
-
- 覆核失敗 Unsuccessful appeal
- 已出具書面通知 Notification issued
- 已抄送會計處存檔 Copied to the Accounts Office for record

負責人簽名 _____ 日期 _____
Authorized Signature _____ Date _____

審核人簽名 _____ 日期 _____
Checked By _____ Date _____

D) 學院辦公室 FACULTY OFFICE

- 已通知學生領取成績覆核書面結果 Student is notified in writing of the result of academic appeal

負責人簽名 _____ 日期 _____
Authorized Signature : _____ Date _____