



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

持續教育學院專用  
For SCS Use Only

成績覆核申請表  
APPLICATION FOR ACADEMIC APPEAL

※ 請於填表前細閱背面之注意事項 Please read the notes overleaf before completing this form.  
※ 請以正楷填寫 Please use capital letters

**I. 學生個人資料 PARTICULARS OF STUDENT**

中文姓名 (依照證件) : \_\_\_\_\_ 學生編號 Student No. \_\_\_\_\_  
Name in Chinese (as printed on ID) : \_\_\_\_\_ □□□□□□□□-□□□□-□□□□

外文姓名 (依照證件) : \_\_\_\_\_ 聯絡電話 \_\_\_\_\_  
Name in English (as printed on ID) : \_\_\_\_\_ Contact No. : \_\_\_\_\_

聯絡地址 : \_\_\_\_\_  
Correspondence Address : \_\_\_\_\_

電郵地址 : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

課程 :  工商管理學士學位課程  國際旅遊管理學士學位課程  其他 \_\_\_\_\_  
Program :  Bachelor of Business Administration  Bachelor of International Tourism Management  Other \_\_\_\_\_

**II. 成績覆核申請 APPLICATION FOR ACADEMIC APPEAL**

科目編號 : \_\_\_\_\_ 科目名稱 : \_\_\_\_\_  
Course Code : \_\_\_\_\_ Course Title : \_\_\_\_\_

班別 : \_\_\_\_\_ 原來分數 : \_\_\_\_\_  
Section : \_\_\_\_\_ Mark Originally given : \_\_\_\_\_

教師姓名 : \_\_\_\_\_ 考試日期 : \_\_\_\_\_  
Course Teacher : \_\_\_\_\_ Examination taken in : \_\_\_\_\_

申請覆核原因 : \_\_\_\_\_  
Reason for Application : \_\_\_\_\_

**III. 領取方法 Dispatch Method**

本人親自到持續教育學院領取  本人授權他人代為領取文件 : \_\_\_\_\_  
To collect personally at SCS To authorize some other persons to collect document : \_\_\_\_\_

(學生若委託他人申請或代領, 必須填妥授權書。委託人辦理有關手續時, 必須出示其身份證、授權書、委託人之校園卡或身份證副本。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.)

申請人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Applicant's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**IV. 由校方填寫 FOR OFFICE USE ONLY**

已收手續費澳門幣/港幣 500 元, 收據編號 \_\_\_\_\_  
Application fee has been settled MOP/HKD500, Receipt No. \_\_\_\_\_

負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## V. 由校方填寫 FOR OFFICE USE ONLY

### A) 覆核結果 RESULT OF REASSESSMENT

原來分數 : \_\_\_\_\_  
Mark Originally given :

覆核後分數 : \_\_\_\_\_  
Mark after reassessment :

教師 Teacher \_\_\_\_\_

日期 Date \_\_\_\_\_

教務處 Academic Affairs \_\_\_\_\_

日期 Date \_\_\_\_\_

覆核成功 Successful Appeal

覆核失敗 Unsuccessful Appeal

總監 Director \_\_\_\_\_

日期 Date \_\_\_\_\_

### B) 持續教育學院 SCHOOL OF CONTINUING STUDIES

已書面通知學生覆核結果。  
Student is notified in writing of the result of the appeal.

日期 : \_\_\_\_\_  
Date :

(成功覆核者) 已抄送會計處安排退手續費。  
(For successful appeal) Copied to Accounts Office for refund.

日期 : \_\_\_\_\_  
Date :

(成功覆核者) 已抄送資訊處更新考試成績及重成績通知書。  
(For successful appeal) Copied to IT Office to update student's record and re-issue Notification Letter.

日期 : \_\_\_\_\_  
Date :

### 注意事項

一、學生申請覆核考試成績應按下列程序辦理：

(i) 填妥表格第一至第三部份。

(ii) 覆核試卷手續費每科為澳門幣/港幣 500 元正。申請者請填妥表格並連同有關手續費，於成績公佈後十個工作天內遞交至持續教育學院，逾期將不獲受理。

二、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。

三、覆核時間由申請日期起計一般約需四十天，有關結果將以書面通知學生。

四、有關成績覆核之詳細規則，請參閱最新學年學生手冊。

五、若遇任何爭議，以校方之最後決定為準。

六、大學保留修訂及闡釋上述規定的一切權利。

### Notes

1. A student who wishes to apply for academic appeal should follow the procedures specified below:

(i) Complete Section I-III of this form.

(ii) 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.

2. The application fee will be refunded if the appeal results in a difference to the grade of course applied.

3. Student will be notified in writing of the appeal result within 40 days from the date of application.

4. With regards to the Rules and Regulations for Academic Appeal, please refer to the latest Student Handbook for details.

5. All matters and disputes will be subject to the final decision of the University.

6. The University reserves all rights and privileges in amending and explaining the above mentioned rules and regulations.