

LINGNAN UNIVERSITY
Master of Science in International Banking and Finance

Application for a Review of Grades for Taught Postgraduate Students

Notes:

1. Appeals must be made within **five days** after the official disclosure of examination results. No late applications will be accepted.
2. Upon submission of this form to the Programme Office, the applicant is required to pay a deposit for a review of grades.
3. If the application is not submitted in person, the applicant needs to enclose a copy of his/her identity card for identity verification. If an authorized person is appointed to handle the application, an authorization letter is required.
4. After a formal appeal for a review of grades is submitted, no personal lobbying by the student is permitted. Failure to comply with this requirement will result in the appeal case being **disqualified**.
5. Appeals may result in **upgrading or downgrading** of assessment results, and the deposit will be refunded only if the appeal results in a change of grade.
6. Results of appeal will be determined within 7 working days from the day when the application is submitted.
7. You may collect the notification at the Programme Office 7 working days after the day of application. Should you like to receive the notification by mail, please complete the appended address box. If you fail to receive the notification by mail 14 working days after the day of application, please contact the Programme Office.

Full Name of Applicant: _____ Student No.: _____

Year of Study: _____ Study Programme: _____

Course Code: _____ Course Title: _____

Section: _____ Subject Teacher: _____

Examination taken in the _____ Term of 20____ --____ Grade originally given: _____

Signature of Applicant: _____ Date: _____

Result of Review

Original Grade	()	Grade after Review	()
Original Marks	()	Marks after Review	()
Original Total Marks	()	Marks after Review	()

Signed:

Teacher Responsible

Programme Director/Head of Academic Unit

(Name in Block Letters: _____)

Date

Date

Programme Office's Use

Deposit: \$40 Payment checked by: _____ Student's record updated by: _____ on _____

Notification of Appeal Result

- The grade has been changed, and the deposit will be refunded**
1. The amended grade has been entered into your records. Please check your web transcript.
 2. The deposit will be direct credited into your bank account.
- The original grade stands, and the deposit will not be refunded.**

Personal Information Collection Statement

1. The purpose of collecting personal data by means of this form is to process your application for a review of grades to the MSc. in International Banking and Finance (MIBF) Programme.
2. In order to serve the specified purposes, the personal data collected may be transferred to other departments of the University for Information.
3. The personal data collected will not be disclosed to third parties other than the afore-specified one without your approval, or unless required by law.
4. Unless indicated otherwise, all personal data requested in this form is required for its purposes. If such data is incomplete or inaccurate, we may not be able to process your application for a review of grades.
5. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data