

LINGNAN UNIVERSITY

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 MCS Programme Office (in person or by fax, fax number: 2572 5170), 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 : _____ MCS / MCS(DMC)*
 Course Code : _____ Course Title : _____
 Section : _____ Subject Teacher : _____
 Examination taken in the _____ Term of 20__–__ Grade originally given : _____
 Signature of Applicant: _____ Date : _____

*Delete as appropriate

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: \$200 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. Student should bring this notification and the deposit receipt to the Director of Finance to claim his/her deposit.
- () **The original grade stands, and the deposit will not be refunded.**

c.c.:

Correspondence Address for Sending Notification of Appeal Result

Name: _____
 Address: _____

Notification of Appeal Result:

- () **to be collected at the Programme Office.**
- () **to be sent to the address specified on the left.**

Personal Information Collection Statement :

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
3. Applications for access to personal data should be made to the Data Protection officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the MCS Programme Office (mcs@LN.edu.hk).