

LINGNAN UNIVERSITY

Master of Science in International Banking and Finance

Application for a Reassessment for Taught Postgraduate Students

(Information given in this box is classified and will not be revealed to the teacher responsible for the reassessment.)

Please read the following notes before completing the application:

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 reassessment.
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 reassessment 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 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 address box below. 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: _____ Student Programme: _____

Course Code: _____ Course Title: _____

Section: _____ Subject Teacher: _____

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

Justification(s) for applying for reassessment: _____

Signature of Applicant: _____ Date: _____

Programme Office's use

Deposit: \$140 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 reassessment 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 reassessment.
5. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data

Important Points for Programme Director/Head of Academic Unit to Note:

1. Programme Director/Head of academic unit should decide whether the application should be handled by the same or a different instructor.
2. A 'double-blind' approach should be adopted: the identities of the marker and the applicant should not be revealed. **To this end, this page should be detached for completion of all parties concerned to conceal the identity of the applicant.** The completed form (pages 1 and 2) should be returned to the Programme Office by the specified deadline.
3. Justification(s) has (have) to be provided in case the teacher responsible for reassessment comes up with a different grade. The original subject teacher(s) should be informed and given a chance to indicate his/her (their) consent or otherwise.
4. Please consult the Guidelines on Review of Grades and Reassessment (available on Registry Intranet) for details.

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Original Grade	()	Grade after Reassessment	()
Original Marks	()	Marks after Reassessment	()
Original Total Marks	()	Marks after Reassessment	()

Justification(s) for the change of grade, if applicable.

Comment(s) by original subject teacher(s), if any:

Signed:

<hr/> Teacher responsible for the reassessment	<hr/> Original Subject Teacher(s) (if different from the teacher handling the reassessment)	<hr/> Programme Director/ Head of Academic Unit
<hr/> (Name in block letters)	<hr/> (Name(s) in block letters)	<hr/> (Name in block letters)
<hr/> Date	<hr/> Date	<hr/> Date