



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

**III. 注意事項 NOTES**

- 申請成績覆核之手續費為每科澳門幣/港幣 500 元正。An application fee of MOP/HKD500.00 will be applied for each course.
- 學生如欲申請覆核成績，必須在成績公佈後十個工作天內，到所屬學院/研究所遞交填妥的“成績覆核申請表”並繳交手續費，逾期不予受理。特殊情況以大學最新公佈為準。覆核時間由遞交申請表及繳交手續費起計一般需時約二十個工作天，具體所需時間將視乎申請覆核成績科目的實際情況而定，詳情請在提交覆核申請時向所屬學院/研究所查詢。Students who want to file an appeal against the results must submit their applications within 10 working days after the results are announced. A duly completed “Application for Academic Appeal Form” together with an application fee has to be submitted to the respective Faculty/Institute. Late applications will not be handled. The University may make announcements for any special arrangements. It normally takes around 20 working days for the processing of the appeal starting from the submission date of all the documents mentioned above. The specific time for the processing of the appeal might depend on the actual situation. For details, please contact the respective Faculty/Institute when submitting the appeal.
- 經覆核後，如成績等級有所更改，該科目之覆核手續費將獲退回。The application fee is refundable when changes are made to the grades after an appeal.
- 有關成績覆核之規定，請參閱最新學年學生手冊之「成績評定」。With regard to the Regulations for Academic Appeal, please refer to the sections on “Assessment” in the latest Student Handbook.
- 大學保留修訂及闡釋上述規定的一切權利。The University reserves all rights and privileges in amending and explaining the above regulations.
- 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 \_\_\_\_\_  
Student's Signature \_\_\_\_\_

日期 \_\_\_\_\_  
Date \_\_\_\_\_

**由校方填寫 FOR OFFICE USE ONLY**

**A) 財務處收費 THE FINANCE 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 : \_\_\_\_\_

**B) 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 \_\_\_\_\_

**C) 資訊科技發展辦公室 ITDO (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 \_\_\_\_\_

**D) 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
- 已電郵及抄送財務處退手續費 Email and copied to the Finance Office for refund
- 覆核失敗 Unsuccessful appeal
- 已出具書面通知 Notification issued
- 已抄送財務處存檔 Copied to the Finance Office for record

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

審核人簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Checked By \_\_\_\_\_ Date \_\_\_\_\_

**E) 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 \_\_\_\_\_