

## Application for Special Reassessment for Courses Enrolled in the Summer Semester, 2020-21 (for Degree, HD, AD, PD)

(Please read the guidelines overleaf before completing this form.)

**Application Period: 29 September – 4 October 2021, 9:00 am – 5:00 pm (Full-time mode)**

**29 September – 4 October 2021, 5:30 pm – 7:30 pm (Part-time mode)**

**No late application will be entertained**

### I. Student Particulars

Student Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

(in BLOCK LETTER)

Student No: 

--	--	--	--	--	--	--	--

Phone/Mobile No.: \_\_\_\_\_

Programme Name: \_\_\_\_\_ ( Part-time mode)

Programme Code: \_\_\_\_\_ Year of Study: \_\_\_\_\_ Class: \_\_\_\_\_

Study Mode:  Full-time /  Continuing /  Maintenance  
 ( Please '✓' the appropriate box.)

### II. Application Details ( Please tick if this is a 2<sup>nd</sup> submission.)

Course(s) to be Reassessed (by Written Examination)					Office Use Only
	Course Code	Course Title	Year Taken	Grade Obtained	
1					
2					
3					
4					
5					
6					
Course(s) to be Reassessed (by Assignment or Project Submission) *					Office Use Only
1					
2					
3					
4					
5					
6					

\*Design Student who applies for the project reassessment should approach Registry for project brief(s).

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date

( Please '✓' as appropriate. \* Please circle as appropriate)

## Notes for Applicants

- 1 Application for reassessment of **elective General Education course(s)** must be made **in the same year** the course(s) is / are taken.
- 2 Reassessment does not apply to practicum, internship, externship and fieldwork.
- 3 Potential graduands (i.e., students who have already fulfilled the graduation requirements) will not be eligible for this reassessment arrangement.
- 4 The highest grade a student can get in the reassessment of a course is **grade C**. The student's original grade for the course concerned will stand if it is better than the student's reassessment result.
- 5 Students who are absent from the reassessment examination (for any reason) or do not submit the project/assignment concerned before the deadline will be given zero mark. They will be regarded as having used the opportunity. Supplementary examination will not be considered.
- 6 Student who are under disciplinary action on a particular course, is not entitled to apply for Reassessment for that course concerned.
- 7 Students should familiarize themselves with the graduation requirements and the Assessment Regulations governing Reassessments as laid down in Student Handbook.
- 8 *Non-examination Oriented /Project-based Courses*
  - (i) Students are reminded to approach the Examiner(s) concerned for details for courses which are reassessed in the form of assignments, individual projects or tests.
  - (ii) Students are required to submit the reassessment assignments / projects according to the stipulated deadline(s). Late submission will not be entertained.
- 9 If a student fails to apply within the stipulated period, he/she will be charged an administration fee of HK\$120 each time for late application, to cover the additional cost incurred by the Institute / College in handling the case. The Registrar has the discretion whether or not to grant permission for the late application.
- 10 Personal data provided in this form will be treated in strict confidence, and will be used by the Institute / College for checking of records only.

## Guidelines on Application for *Special Reassessment* for Courses Enrolled in the Summer Semester of 2020-21

- 1 Students are eligible to apply for a special reassessment **once only** if they have:
  - (i) enrolled in the course(s) offered in the **Summer Semester of the 2020-21 academic year**,
  - (ii) fulfilled the attendance requirement and
  - (iii) obtained a grade of **C-, D+, D, F, F\*** in the course(s). Grade F\* is not applicable to Bachelor Degree programmes.
- 2 The completed application form should be returned to the Registry Counter or by email at [registry\\_reassessment@cihe.edu.hk](mailto:registry_reassessment@cihe.edu.hk) on or before the deadline.