

Process of Application for Score Rechecking and Remarking (For Student)

After announcement of course results, students who want to appeal against their results should submit the “Rechecking and Remarking Application Form” to the faculties/departments concerned and settle related fees within 15 working days. Late application will not be accepted.

Upon confirmation and signature by the teacher, the academic department concerned will submit the results to the Dean of the faculty for approval and will inform the student of the result. The fees paid will not be refunded. Task completed.

No

The teacher reviews the exam paper and check if the original grade is changed or not.

No

After receiving the application form from the academic department concerned, the Academic Affairs Office will discuss grade changes at the academic affairs meeting, sign and approve for changes and then update the results.

The faculty/department concerned notifies the student the appeal has been accepted and the grade is updated

Student applies for refund with the faculty/department concerned

Refunded by the Finance Division and task completed