THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

HONG KONG COMMUNITY COLLEGE
香港專上學院

School of Professional Education and Executive Development
專業進修學院
SPEED

Form CAR 32

Appeal against Decision on Subject Results

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name in English _____ Student No. | | | | | | | | | |

Programme Title _____ Programme Code | | | | | | - Stream Code | | |

Contact No. _____ Mode of Study ☐ Full-time ☐ Part-time

II. APPLICATION DETAILS

(a) I wish to appeal against the decision on the result of the following subject(s) in **Semester One/ Semester Two/ Summer Term *** in the Academic Year 20___ / ___ .

No.	Subject Code	Subject Title
1		
2		
3		
4		

(b) Full account of grounds for appeal (*please use separate sheets if necessary*): _____

_____

_____

(c) I have attached the following supporting document(s) *[please tick the box(es) as appropriate]*:

☐ A copy of the official receipt of the appeal fee

☐ For a subject with 100% continuous assessment, I **have/ have not *** provided **all** marked assignments.
(Note: Application can only be processed if all marked assignments are provided for the subject with 100% continuous assessment.)
Reason(s) for not being able to provide all the assignment(s):

_____

☐ Others (please specify) _____

(d) ☐ I understand that a **full set of** supporting documents must be submitted together with this form, and that CPCE reserves the right to verify the evidence I have submitted, and verification with the issuing authority may be conducted. I acknowledge my responsibility to provide the Programme Administrative Hosting Division concerned via the CPCE Academic Registry (CAR) with complete details and evidence that support my appeal.

(e) ☐ I understand that if I fail to submit the **original copies** of the supporting documents for verification by CPCE, my appeal application will not be processed.

(f) ☐ I have also submitted an appeal against the decision on de-registration (**Form CAR 30**) in this semester.

I authorise the College of Professional and Continuing Education (CPCE) and its designated officer(s) to approach the respective issuing organisation(s) or professional(s) of the supporting document(s) for verification of authenticity when processing this application.

Signature of Student _____ Date Click or tap to enter a date.

* *delete as appropriate*

FOR OFFICE USE ONLY

☐ Appeal fee settled on _____ and checked by _____
☐ *(For approved case)* **Form CAR 9** (CPCE) submitted to CPCE Dean's Office by _____ on _____, and computer record updated by CPCE Dean's Office on _____
☐ *(For approved case)* Request for refund of appeal fee sent to Finance Office by _____ on _____
☐ Notification sent to student by _____ on _____
☐ For **de-registered non-local** students, notification sent to the HKSAR Immigration Department **within seven days** by _____ on _____

NOTES TO STUDENTS

1. This form is for use by students for lodging an appeal against the decision on **subject results**. Students appealing against the decision of the Board of Examiners (BoE) on de-registration should use the application form for "Appeal against Decision on De-registration" (**Form CAR 30**) and follow the relevant procedures as stipulated in the Student Handbook.

2. The application procedures are as follows:
   a. Complete Sections I and II of this form.
   b. Submit the completed form with relevant documentary proof to CAR **within one calendar week upon the official announcement of the assessment results** which is inclusive of the result announcement day.
   c. Settle a fee of **HK$500 for EACH subject** for the 2026/27 academic year, which is subject to annual review. Payment can be made by Octopus, through PolyU Online Payment Portal (POPP) or using the debit note obtainable from CAR. The fee shall be refunded if the appeal is upheld.

3. CPCE reserves the right NOT to accept submission of appeal applications or additional documents associated with an appeal application after the stipulated deadline.

4. The following may constitute grounds for appeal against the decisions on subject results:
   a. If a student has evidence to support that the assessments were not conducted in accordance with the current regulations for the programme or with the academic regulations of CPCE, or that there was any manifest inconsistency in marking between different classes of a given programme.
   b. If there is evidence of a material administrative error, or some other material irregularities found.

   A student's disagreement with the marking done by the subject examiner or with the decision of Subject Assessment Review Panel (SARP) is **not** in itself an adequate ground for appeal.

5. You will normally be notified of the result of application in writing **within seven working days** after the receipt of the completed application.

6. For non-local students who are to be de-registered, CAR will inform the HKSAR Immigration Department accordingly. According to Immigration Regulations, they must leave Hong Kong before the expiry of their limit of stay or within four weeks from the date of the termination of study, whichever is earlier; otherwise they will be committing an offence of breaching their conditions of stay.

7. CPCE reserves the right to verify the evidence submitted by students, and verification with the issuing authority may be conducted. If it is found that false evidence has been provided, students concerned will be subject to disciplinary action(s).

8. The information given in this form will only be used for processing this application and/ or statistical purposes.

Submission Method:	In person:	CAR Service Counter, 3/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon
	Email:	cpce.ar@cpce-polyu.edu.hk