

MODULE GRADE APPEAL FORM

Understanding Test (UT) 3, UT 4, Creative Engagement (CE), Project, Industry Experience Programme (IEP), Industry Immersion Programme (IIP), Professional Profiling (PP), Portfolio Development (PD)

Important Notes:

1. The appeal is applicable only for UT 3, UT 4, Creative Engagement (CE), Project, Industry Experience Programme (IEP), Industry Immersion Programme (IIP), Professional Profiling (PP) and Portfolio Development (PD).
2. All completed forms (written legibly) are to be submitted to RP's One-Stop Centre within 3 working days from and inclusive of the date of release of results for that semester. Late application will not be considered.
3. Appeals may be made when a student perceives the UT or module grade outcome to be inconsistent with his academic track record.
4. Appeals should not be made for reasons including, but not limited to the following: debarment from UT 3 and/or 4, endeavouring for a profitable outcome from the re-marking for frivolous reasons such as trying of luck, etc.
5. All fields in this form are compulsory. Form with incomplete fields will not be processed.
6. An administrative fee of \$26.75 (including 7% GST) will be charged for EACH module that is indicated in the completed form. The administrative fee will be refunded if the appeal is successful. All payments must be made at the point of submission with the completed form via NETS at RP's One-Stop Centre.
7. Students will need to bring along their RP Student Pass for identification when submitting the appeal form in person at One Stop Centre. Students who are unable to submit their appeal in person may arrange for submission by a proxy. Proxy must bring along a photocopy of the student's RP Student Pass, his/her identification card (NRIC or passport) together with an authorisation form signed by the student.
8. Students will be notified on the outcome of their appeal via email to their RP email account and letter to their mailing address registered in RP's record.
9. Students must accept the review findings. No further appeals will be entertained thereafter.

Date of MG Appeal Submission : _____

PERSONAL PARTICULARS

| | | | | | |
|----------------|------------|--------------------------|------------|--------------------------|--|
| Student ID: | | NRIC/FIN: | | Name: | |
| School: | | | | Diploma: | |
| Academic Year: | Semester 1 | <input type="checkbox"/> | Semester 2 | <input type="checkbox"/> | |

DETAILS OF UT OR MODULE FOR REVIEW

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|--|---|
| Module Code: _____ Module Name: _____ Appeal for: UT 3 / UT 4 / CE / Project / IEP / IIP / PP / PD (Circle where applicable) | State reason(s) for appeal: _____ _____ |
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| Module Code: _____ Module Name: _____ Appeal for: UT 3 / UT 4 / CE / Project / IEP / IIP / PP / PD (Circle where applicable) | State reason(s) for appeal: _____ _____ |
| Signature of Student: | Name and Signature of ORG Staff: |

PAYMENT [For Official use only]

| | | | |
|------------------|--|-------------------------|--|
| Amount Received: | | Date Received: | |
| Received By: | | Signature of ORG Staff: | |
| RP Stamp: | | | |