UNITEN/REG(A)-3

Isi dalam tiga salinan / *Complete in three copies*

RAYUAN PENYEMAKAN SEMULA KERTAS PEPERIKSAAN AKHIR
SEMESTER KEDUA, TAHUN AKADEMIK 2018/2019
(PROGRAM IJAZAH SARJANA MUDA, DIPLOMA DAN ASAS)
APPEAL FOR REVIEW OF THE FINAL EXAMINATION PAPER
SECOND SEMESTER , ACADEMIC YEAR 2018/2019
(BACHELOR, DIPLOMA & FOUNDATION PROGRAMME)

TARIKH AKHIR PENYERAHAN BORANG INI KE PEJABAT PENDAFTAR IALAH 06 MAC 2019
THE DEADLINE FOR THE SUBMISSION OF THIS FORM TO THE REGISTRAR OFFICE IS 06 MARCH 2019

BAHAGIAN A: UNTUK DILENGKAPKAN OLEH PELAJAR / *TO BE COMPLETED BY STUDENT*

1.	Nama/*Name*:				
2.	ID Pelajar/*Student ID*:		3.	Telefon Bimbit/*Mobile Number*:	
4.	Alamat Terkini/*Current Address*:				
5.	PNG Terkini/*Current GPA*:		6.	PNGK Terkini/*Current CGPA*:	
7.	Status Akademik Terkini/ *Current Academic Status*:				
8.	Alamat e-mail/E-mail address: Keputusan akan dihantar melalui e-mail. Sila semak e-mail dari semasa ke semasa/ Appeal result will be e-mailed to you. Please check your e-mail from time to time				

9. Butiran rayuan adalah seperti berikut/*Details of the appeal are as follows*:

Kod Mata Pelajaran *Subject Code*	Seksyen *Section*	Nama Pensyarah *Name of Lecturer*	Gred yang diperolehi *Grade Obtained*

Tandatangan Pelajar *Student Signature*	Tarikh Date

BAHAGIAN B: UNTUK KEGUNAAN KAUNTER UNIT AKADEMIK, PEJABAT PENDAFTAR/*FOR COUNTER USE*

Nombor Resit/*Receipt Number*

Cop Terima Pejabat Pendaftar/*Registrar Office Date Stamp*:

Jumlah/*Amount*

RM100

Tandatangan Staf/*Staff Initials*

BAHAGIAN C: UNTUK DIISI OLEH KOLEJ /*TO BE COMPLETED BY THE COLLEGE*

Kepada: Pendaftar, Universiti Tenaga Nasional

Keputusan rayuan pelajar di atas adalah seperti berikut/The appeal result for the student above is as follows:

Kod Mata Pelajaran *Subject Code*	Rayuan Berjaya/Gagal *Successful/Unsuccessful*	Gred Diperolehi – Asal *Grade Obtained – Original*	Gred Diperolehi – Baru *Grade Obtained – New*
Tandatangan dan Cop Dekan/*Signature and Stamp of Dean:* Tarikh/*Date:*			

BAHAGIAN D : UNTUK KEGUNAAN PEJABAT/*FOR OFFICE USE*

Bil/*No*	Tindakan/*Action*	'X'
1.	Diluluskan oleh Timbalan Pendaftar (Akademik)/*Approved by The Deputy Registrar (Academic)*	
2.	Gred telah dimasukkan dalam 'SRS'/*Grade entered into the Student Record System*	

APPEAL PROCEDURE FOR THE FINAL EXAMINATION PAPER REVIEW

1. A student who is not satisfied with the marking result of his/her semester/trimester final examination script might lodge an appeal for review through the re-examination of the final examination paper.

2. The re-examination application must be made in accordance to the procedures and duration stipulated by the University.

3. The student may obtain Form UNITEN/REG(A)-3 'Appeal for Review of the Final Examination Paper' at UNITEN Website > Students > Registrar Forms and make a payment for the appeal fee amounting of **RM 100.00/subject (non-refundable)**. Submission and payment can be made as follows:

	By Hand (UCC Counter 4)	By email
Submission of Form	Appeal form together with payment receipt submit at UCC Counter 4	Appeal form together with payment slip send via email at academicreg@uniten.edu.my **and** financehelpdesk@uniten.edu.my
Method of payment	Cash : 1. Fill in Payment Instruction Form, which can be obtained from UCC Counter 4. 2. Make payment at UCC Finance Counter 3. Submit Payment and Appeal Form at UCC Counter 4 **before deadline**	Maybank 2u & CIMBCliks only : 1. Print & Scan payment slip as proof of payment. 2. Please, ensure you write down your student ID and hand phone no on the payment slip. 3. Email Payment Slip and Appeal form at academicreg@uniten.edu.my **and** financehelpdesk@uniten.edu.my **before deadline**
Appeal Result	Appeal result will be e-mailed to you. Please check your e-mail from time to time	Appeal result will be e-mailed to you. Please check your e-mail from time to time

4. The student must submit three completed copies of the appeal form for validation. The first copy is retained by the Registrar Office while one copy of the validated form is sent in an envelope marked **'SULIT' (confidential)** to the respective College. The last copy is kept by the student for record.

5. The deadline for receipt of this form is at **4 pm, 06 MARCH 2019 (Wednesday).**

6. The College will re-examine the final examination answer script of the student.

7. In the event that a higher grade is achieved from the re-examination of the final examination script, the College or the Lecturer must notify the Registrar Office. In the event of change of the marks or grade to a lower value, the original marks and/or grade prevail.

8. The College must submit the result of the appeal to the Registrar Office via the original form by completing '*Bahagian C*'. The result of the appeal SHALL NOT be shown to the student.

9. An appeal is considered 'successful' upon the upward revision of the current grade.

sjm/nurularsham/borang gred
updated 25 Feb 2019