

 UNIVERSITI MALAYSIA KELANTAN	UMK(B01.02)(31-2014)	Asal	Tarikh Kuatkuasa : 10 Julai 2014
	RAYUAN PENYEMAKAN KEPUTUSAN GRED/ EXAM GRADE APPEAL APPLICATION (Diisi dalam tempoh dua (2) minggu dari tarikh pengumuman rasmi keputusan peperiksaan/ <i>Completed within two (2) weeks from the date of the official announcement of exam result</i>) Semester: SEPTEMBER/FEBRUARI Sesi Akademik: 20 / 20 Semester: SEPTEMBER/FEBRUARY Academic Session: 20 / 20		

A : DIISI OLEH PELAJAR / TO BE FILLED BY STUDENT

Nama/Name :																				
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(Ikut ejaan dalam kad pengenalan/*Follow the spelling in your IC*)

No. Matrik/ <i>Matric No.:</i>																				
No. Kad Pengenalan / Pasport / <i>IC No. / Passport No.:</i>																				

Fakulti/*Faculty:* _____ Program/*Programme:* _____Tahap/*Level:* Semester ke _____

1. Rayuan supaya disemak markah peperiksaan akhir bagi kursus berikut/*Final exam grade appeal for the following course(s):*

Nama Kursus/ <i>Course Name</i>	Kod Kursus/ <i>Course Code</i>	Gred/ <i>Grade</i>	Nama Pensyarah/ <i>Lecturer's Name</i>

2. Sebab-sebab rayuan/ *Reason(s) for the appeal*

(Tandatangan Pelajar/ *Student's signature*) Tarikh/ *Date* : _____

3. Tandatangan Pegawai yang menerima borang permohonan pelajar di fakulti/ *Signature of the officer in charge at the faculty:*

 (Tandatangan dan Cop Pegawai/ *Officer's signature and official stamp*)
Tarikh/ *Date:* _____

PERINGATAN/REMINDER:

1. Kadar bayaran rayuan ialah RM100.00 bagi satu kursus dan bayaran yuran tidak akan dikembalikan. *The appeal fee is RM100.00 for each course and is non-refundable.*
2. Semua pembayaran hendaklah dibuat di Pejabat Bendahari di kampus masing-masing dalam bentuk wang tunai atau wang kiriman pos. Cek peribadi tidak diterima. *All payments should be made at the Bursary Office at his/her respective campuses in cash or in postal order form. Personal cheque is not accepted.*
3. Pelajar hendaklah mengemukakan sendiri salinan borang kepada Fakulti yang mengajar kursus yang dirayu. Semasa mengemukakan borang rayuan ke Fakulti, pelajar hendaklah mengepilkan resit bayaran rayuan. *Submit the appeal form to the respective Faculty that offers the course. Please attach the payment receipt together with the appeal form.*
4. Dalam kes semakan atau/dan penandaan semula, markah yang diambil kira ialah markah yang diperolehi selepas semakan/penandaan semula dilakukan. Namun, sekiranya markah selepas semakan lebih rendah daripada markah asal, markah asal akan dikekalkan. *For a review or/and recheck case of exam paper, the mark that will be taken into consideration is the final mark obtained after the review/recheck is done. However, if the newly awarded mark is lower than the original mark, the original mark will be maintained.*
5. Fakulti yang menawarkan kursus hendaklah memberitahu pelajar hasil semakan atau / dan keputusan rayuan di atas. *The faculty that offers the course is obligated to inform the student the outcome of the review or/and the result of the above appeal.*

Catatan/Remarks :

- Fakulti hendaklah menyerahkan salinan berwarna kuning kepada pelajar tanda penerimaan permohonan rayuan/
The faculty is required to provide the yellow copy to the student to indicate receipt of the appeal application

B : DIISI OLEH FAKULTI / TO BE FILLED BY FACULTY

1. Nama pelajar/ *Student's name* : _____ Semester/*Semester*/
Kursus/*Course* : _____

No. K/P/ *I.C. No.* : _____

2. Keputusan rayuan pelajar di atas adalah seperti berikut/ *The result(s) of the above student's appeal application is/are as follow(s)* :

Nama Kursus/ <i>Course Name</i>	Kod Kursus/ <i>Course Code</i>	Markah/Gred Baharu/ <i>New mark/Grade</i>	Sebab Pindaan/ <i>Reason(s) for amendment(s)</i>

Disemak oleh/ *Revised by:*

Pengesahan Dekan/ *Dean's approval*

.....
(Tandatangan dan Cop Rasmi Pensyarah/
Lecturer's signature and official stamp)

Nama/*Name*:

Tarikh/*Date*:

.....
(Tandatangan dan Cop Rasmi Dekan/
Dean's signature and official stamp)

Nama/*Name*:

Tarikh/*Date*:

C: DIISI OLEH BAHAGIAN PENTADBIRAN AKADEMIK / TO BE FILLED BY ACADEMIC AFFAIRS DIVISION

Keputusan peperiksaan pelajar bagi Semester ____ Sesi _____ telah dikemaskini dalam sistem pada _____.

The exam result of this student for Semester _____ Session _____ has been updated in the system on _____

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(Tandatangan dan Cop Rasmi/*Signature and Official Stamp*)

Nama/ *Name*:

Tarikh/ *Date*: