



香港教育大學
The Education University
of Hong Kong

Department of Psychology 心理學系
Application for Late Submission of Assignment 申請遲交習作

(Please complete and submit this form to your course lecturer) (請填妥交往科目導師)

Name of Student 學生姓名: _____ Student No 學生編號: _____

Programme Code & Title 課程編號及名稱: _____

Proposed Late Submission Date 建議遲交日期	Course Code & Title 科目編號及名稱	Section 組別	Lecturer 導師	Department 部門

Reason(s)/Remark(s) 理由/備註: _____

Type of Documentary Proof(s), if any, submitted 所遞交之證明文件: _____

Signature of Student 學生簽署

Date 日期

To 覆: Student 學生 _____

Your application for late submission of assignment for Course 閣下之遲交習作申請科目: _____

is approved. The assignment should be submitted on or before _____ .
獲得批准。習作須於 _____ 年 _____ 月 _____ 日或以前遞交。

is not approved. Reason(s) 不獲批准。理由是: _____

Name of Course Lecturer 科目導師

Signature 簽署

Date 日期

c.c. 副本送交 Dean of Graduate School * 研究生院院長 * 或 Programme Leader / Coordinator 課程主任/統籌

Note 注意: (with reference to the Guideline and Policy of the Department of Psychology 根據心理學系守則及政策)

- The grade of all assignments submitted late with the approval of course lecturers may be lowered, on a case-by-case basis, by up to one full grade. 獲得科目導師批准遲交習作之學生，其延遲呈交習作之成績，視個別情況而定，可被調低最多一整個等級。
- Grade will be deducted for every late submitted assignment without a valid reason. A 7-day grace period (1st – 7th days after the stipulated deadline) will be given to students; assignment submitted within the grace period will be penalized by grade deduction up to one full grade; for those submitted after the grace period (i.e. the 8th day onwards), no marks will be given and a fail grade (grade F) will be accorded. 學生在沒有合理的原因下，其每份延遲呈交習作之成績將會被調低。在呈交習作之最後期限後，學生有7天寬限期呈交習作；在寬限期第1天至第7天內呈交習作之成績，可被調低最多一整個等級。若在寬限期第8天或以後呈交習作，其相關習作之成績將被給予0分，並會被評為「不及格」(F級)。
- Course lecturer(s) may use their discretion in handling any unusual cases of late submission of assignment on a case-by-case basis. 科目導師有權因應個別情況而自行決定處理延遲呈交習作之事宜。

*Applicable to Doctoral Degree and Master of Education/Philosophy Programmes 適用於博士學位及教育/哲學碩士學位課程