



# Application for Reassessment Form

**Checklist:** Please complete this form, print it, and bring it to the Finance Cashier Counter when you make an application for reassessment fee of RM150.

- Have you lodged a Formal Complaint through the [Complaints and Feedback online form](#) available on the Swinburne Sarawak website?
- Have you made payment of [RM150](#)?
- Have you submitted this form to [CRAM](#) after you have made the payment?

**IMPORTANT:** An application for reassessment is only processed by CRAM after a student has successfully submitted the form to CRAM either via [cram@swinburne.edu.my](mailto:cram@swinburne.edu.my) or at Student Information Centre [sic@swinburne.edu.my](mailto:sic@swinburne.edu.my), made the payment of RM150 and lodged a Formal Complaint through the complaint online form available on the Swinburne Sarawak website. You will be notified of the reassessment outcome via your student webmail within **21 working days** from the date of application.

*How to apply for reassessment while you are overseas at the time of application for reassessment i.e. the 10 working days after the of the results?*

**If you are currently overseas within the 10 working days after result publication, please follow these basic steps:**

- Kindly e-mail your unit lecturer or unit convener to request for a local resolution.
- Please pay **RM150** to the [account details](#) are as follow:
  - Account Name            SWINBURNE SARAWAK SDN BHD
  - Bank Name                RHB Bank Berhad
  - Account No.              2-11016-00065829
  - Bank Address            Suite 2 & 3, Ground Floor, Yung Kong Abell, Lot 365, Abell Road, 93100 Kuching, Sarawak.
  - Swift code                RHBBMYKL
- Send the completed form and scanned official receipt to [cram@swinburne.edu.my](mailto:cram@swinburne.edu.my) or [sic@swinburne.edu.my](mailto:sic@swinburne.edu.my). Please extend the payment advice or bank-in slip via email to [fintu@swinburne.edu.my](mailto:fintu@swinburne.edu.my) for official receipt (OR) issuance.
  - o Use e-mail subject as **APPLICATION FOR REASSESSMENT – YOUR FULL NAME** (*typed in uppercase*).

### APPLICANT DETAILS

First Name	
Last Name	
Student ID	
Academic Course	
Mobile Phone No.	
Student Webmail	_____@students.swinburne.edu.my

### APPLICATION FOR REASSESSMENT

Unit of Study Code	
Unit of Study Title	
Faculty	
Student Signature	
Date of application	

### OFFICE USE ONLY: FINANCE AND BUSINESS ANALYSIS

Receipt No.	
Staff Initial	
Date	

### OFFICE USE ONLY: CRAM COORDINATOR

CRAM Code		Feedback Advisor	
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### PRIVACY STATEMENT

Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice at <http://www.swinburne.edu.my/privacy/>.