

Job No. (to be completed by FPO)

For Self-Financed Programme  
in the Faculty of Medicine

## Job Request Form

### Grading & Stat Reporting Services by Faculty and Planning Office

#### Part A: Job Requisition

Prof./Dr./Mr./Ms.	Surname	Given Name	(Please fill in BLOCK Letter)
Requested By:		Telephone No.:	
Department:		Email Address:	
Endorsed By:  (Chairman of Department / Head of Unit)		Date Sent: _____ D/ _____ M / _____ Y	
		Date Required : _____ D/ _____ M / _____ Y	

#### Part B: Programme Information, Service Description of Service & Charges

Title of Programme:	
Name of Programme Director:	
<b>Service Description:</b> Please <input checked="" type="checkbox"/> the following box(es) if appropriate.	
1. <input checked="" type="checkbox"/> Grade recommendation by university guideline	
2. <input checked="" type="checkbox"/> Summary statistics	
3. <input checked="" type="checkbox"/> Quartile ranking	
4. <input checked="" type="checkbox"/> Normalization of exam components	
5. <input type="checkbox"/> Other requests – Please specify: _____	
<i>Enquiries:</i> Faculty and Planning Office ☎ 3505-1440 ✉ <a href="mailto:patriciatong@cuhk.edu.hk">patriciatong@cuhk.edu.hk</a>	
Charges: 💰 Man hour: \$300 per hour (minimum charge is \$300)	
<b>For Official Use</b> (to be completed by FPO):	Company Code: C001
Man Hour(s):	Cost Centre:
	Account Code: 590107
<b>Total [\$300 x hour(s)]</b>	<b>\$</b>

Please mail the completed form to Faculty and Planning Office, Room 44072, 2/F, Lui Che Woo Clinical Sciences Building, Prince of Wales Hospital, Shatin. Thank you.