

THE UNIVERSITY OF PAPUA NEW GUINEA

SBPP 3

SCHOOL OF BUSINESS AND PUBLIC POLICY

APPEAL FOR ISSUES RELATED TO MISSING/WRONG COURSES IN UPNG TRANSCRIPT

(This form will be used in the event registered course(s) not available in the transcript or wrong course(s) or multiple entries of course(s) in the transcript, etc.)

(Copy/Copies of registration form of the respective semester(s) / lahara is/are important to process this application. Please attach all the necessary documents)

(Circle the appropriate choices)

A) Name of the student: _____ ID No: _____

B) E-mail ID: _____ Gender: M / F

C) Programme:

FB&M	D.Acc	D.B &M	B.Acc	B.Ec.	B.B &M	B.B&M(PS)	BPFA
M.B.A	MHRM	MEPP	GDEPP	GDCG	PGDSM	MSM	

D) Discipline:

Acc/PFA	B&F	B.M	H.R.M.	P.P.M	S.M	T.H.M	Eco.
---------	-----	-----	--------	-------	-----	-------	------

E) Current Mode of study :

Internal	External
----------	----------

F) Provide the details of courses for which the grade(s) is/are not available:

(Please attach a copy of latest transcript)

Course No:	Title of Course(s)	Calendar Year	Mode of study	Semester / Lahara	Nature of issue(s)
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	
			I / E	S1 / S2 / L	

Abbreviations: S1 = Semester 1, S2 = Semester 2, L = Lahara, I= Internal and E = External.

Note: *Please make sure you have attached copy of latest transcript. Request with Transcript of more than one month old will not be considered.*

Signature of the student: _____ Date: _____

FOR OFFICE USE ONLY: (Accept the application if copy of certificates are attached)

Whether records are verified	Whether Change of Grade is submitted?	Whether the student is informed?	Remarks
Yes / No	Yes / No	Yes / No	