



For Self-Financed Programme

in the Faculty of Medicine

Job Request Form

Job No. (to be completed by OES)



Grading & Stat Reporting Services
by Office of Educational Services

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:	
Service Description: Please <input checked="" type="checkbox"/> the following box(es) if appropriate. 1. <input type="checkbox"/> Grade recommendation by university guideline 2. <input type="checkbox"/> Summary statistics 3. <input type="checkbox"/> Quartile ranking 4. <input type="checkbox"/> Normalization of exam components 5. <input type="checkbox"/> Other requests – Please specify: _____	
<i>Enquiries:</i> Dr W S Chan, Office of Educational Services ☎ 2145-5234 ✉ wschan@cuhk.edu.hk	
Charges: 💰 Man hour: \$205 per hour (minimum charge is \$205)	
For Official Use (to be completed by OES):	Company Code:
Man Hour(s):	Cost Centre:
	Account Code:
Total [\$205 x hour(s)]	\$

✉ Please mail the completed form to Dr W S Chan, Office of Educational Services, 9A, Block B, Staff Qtrs., Prince of Wales Hospital. Thank you.