

Online System for Student Application for Stage-1 Grade Appeal

User Guide for Undergraduate Students

Excerpted from General Regulations for Undergraduate Degree Programmes – Student Appeals against Course-Based Assessment (Clause 13.2)

Students who wish to appeal against the result of course-based assessment should be guided by the following procedures:

- a. A student who wishes to appeal against course-based assessment including examination grades should first appeal in writing to the course instructor and the Faculty/School Dean via the relevant Faculty/School Office or the course offering unit within one week after being notified of the course semester grades.*
- b. The course instructor shall review the case. The student should be informed of the decision within a reasonable time (normally, three weeks). Any changes in grades should be reported to the Academic Registry/Deputy Academic Registrar at the same time.*

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1. How to Apply on PC?

Step 1: Go to the BNBu Portal at <https://p.bnbu.edu.cn/portal/index.html> and log in with your UID and password. We recommend using Chrome for the best experience.

Please sign in

m712345678

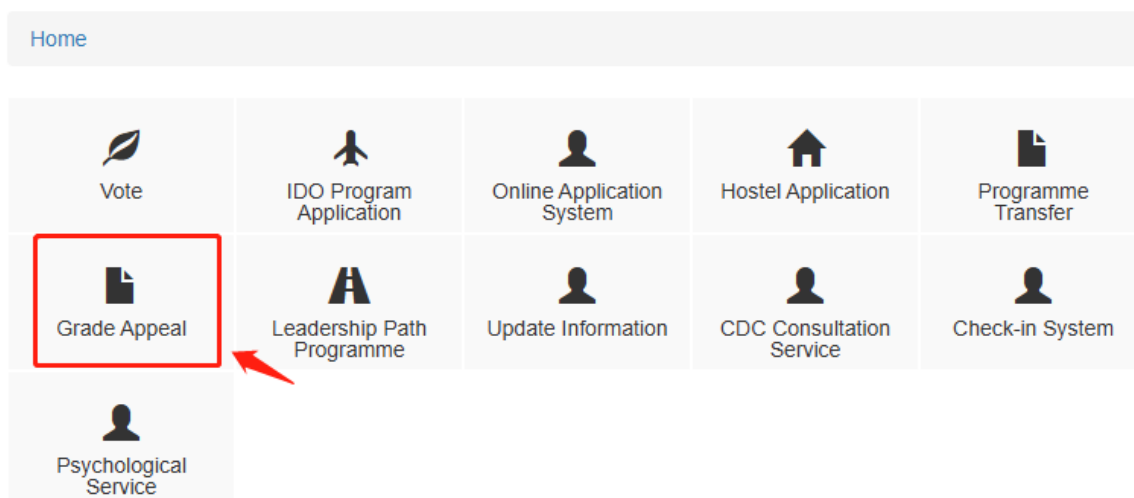
.....

☐ Remember me

Sign in

Forgot password?

Step 2: Click the item of “Grade Appeal”



Step 3: Click the “Apply” for project you are going to apply for

Home > Grade Appeal

Project	Begin Time	End Time	Operation
Stage-1 Grade Appeal for the Result of Final Examination (Semester ...	2026-03-27 15:03	2026-03-27 16:03	Apply

Go to page: 1 Show rows: 20 1-1 of 1

Step 4: Confirm with the Notice

Home Grade Appeal Notice

Dear students,

Please be informed that the grade reports of semester 2 of 2024/25 academic year will be released on 2 December 2025 (10:00 am). To access your grade reports, please log in MIS (<https://mis.bonbu.edu.cn/mis/login.jsp>), select 'Course Registration' and then 'Grade Report'.

Please note that the following temporary grades are **NOT** included in the GPA calculation.

1. The grade 'MAKE-UP' indicates that Make-up Examinations will be scheduled with separate notices to be sent to the concerned students in due course.
2. The grade 'I' indicates that the grade will not be finalized until all course assessments have been completed.
3. The grade 'DISQ' indicates that the grade is subject to update pending formal notification from the Student Disciplinary Committee.

Students who have questions or concerns about their grade reports may submit a Stage 1 grade appeal. To do so, please submit your application through the "Grade Appeal" module on the portal at <http://p.bonbu.edu.cn> no later than 5:00 pm on 8 December, 2025.

Please be aware that late application will not be accepted. The feedback of Stage 1 grade appeal will be released by Course Offering Units on 30 December 2025.

Step 5: Complete all mandatory fields (*) and upload your supporting document(s) (if any)

Application for Grade Appeal

Student Particulars

Student Name(PinYin):		Student Name(Chinese):	
Student No.:		Year of Study:	2
Programme:	Accounting	*Mobile Phone:	137-

Application Details

Project:

*Appeal Course Section:

Course Code:		Grade Attained:	
Offering Unit:		Course Offering Prog./Centre:	
Teacher:		Semester:	

*Reason(s): Please provide a clear explanation (in ENGLISH if the medium of instruction of your course is English) of why you believe the grade is incorrect, along with any supporting documents if necessary.

This field is required. No more than 2000 characters is allowed.

Attachment: If you wish to submit additional materials, please attach them here in Word/PDF/Image format (with a total size limit of 10MB). For files exceeding 10MB, please upload them to a cloud storage service and provide the link.

未选择任何文件

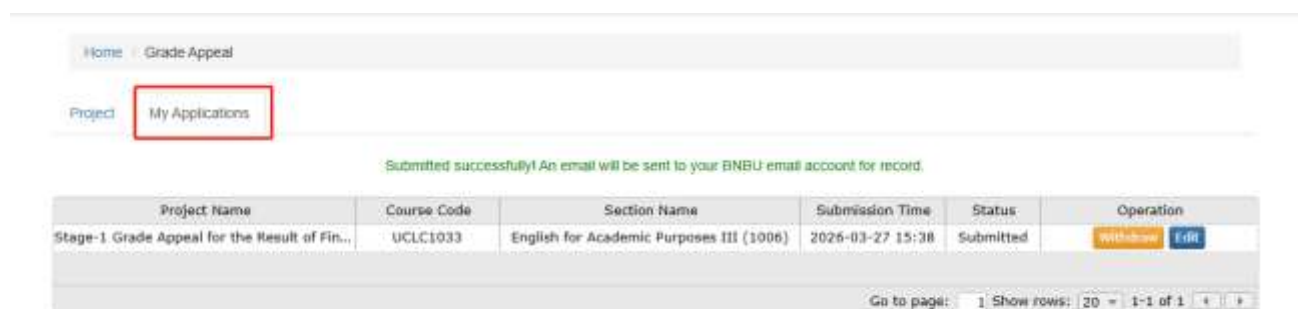
Attention: The application time is 2026-03-27 16:03 to 2026-03-27 16:03

2. Check your Application Status

Step 1: Go to the BNBu Portal at <https://p.bnbu.edu.cn/portal/index.html> and log in with your UID and password.

Step 2: Click the item of “Grade Appeal”.

Step 3: Select “My Application” (**Withdraw or Edit**)



Step 4: Check your result of the application



Should you have any enquires about the Stage-1 grade appeal, please contact the following staff for help.

Contact Person of Course Offering Unit:

Course Offering Unit	Staff	Email
FBM	Mr. Sam LIN	fbmgrade@bnb.edu.cn
FHSS	Ms. Season WU	fhssgrade@bnb.edu.cn
FST	Ms. Lynette HE	fstgrade@bnb.edu.cn
SAI	Ms. Rita YANG	saigrade@bnb.edu.cn
SCC	Ms. Rita XU	sccgrade@bnb.edu.cn
SGE	Ms. Sammi TAN	sgegrade@bnb.edu.cn