Joint University Programmes Admissions System
Online Application System User Guide for Applicants

Request for Reconsideration of Application Based on RR Results

Submit Request for Reconsideration of Application Based on RR Results WITH Modification of Programme Choices
(Last updated on 25 July 2022)

INTRODUCTION

If you have upgraded HKDSE Examination results on subject levels or grades after rechecking and remarking, in short: RR results, regardless of whether you have been given or have accepted a Main Round offer, you are eligible to submit a request for reconsideration of your application based on your RR results WITH or WITHOUT modification of your programme choices.

You can submit a request for reconsideration of your application based on your RR results WITH modification via your JUPAS account within the allocated time-slot. You can, if you so wish, modify your programme choices you have selected as at the deadline for updating of programme choices in any of the following options:

1. REPLACE up to 5 programme choices on the programme choice list with new programmes; or
   ADD a maximum of 5 new programmes to the original programme choice list, as long as the total number of programme choices does not exceed 20;
2. CHANGE the preference order of the programme choices; and
3. DELETE programmes from the programme choice list.

Within the allocated time-slot, you can modify your programme choices only ONCE free of charge.

You can be assured that you will NOT be disadvantaged in any respect if:

1. you can fulfil all the necessary entrance requirements of the programmes concerned; and
2. your new positions on the respective merit order lists, taking into account your RR results, banding of programme choices, interview performance, if applicable, and other factors, are higher than the Main Round cut-off points, that is the last applicant admitted, of the programmes concerned.

**Having fulfilled the above requirements, you will be offered admission to the programme concerned, regardless of whether the quota of that programme has already been filled.**


The JUPAS online application system **ONLY** supports single log-on. Please refrain from logging on your JUPAS account with multiple devices and browsers simultaneously to ensure data integrity.
1. **SPECIAL NOTES** to Applicants with Main Round Offers

- If you have been given a Main Round offer, you should place the programmes you wish to be reconsidered for “better” offer **ABOVE** your Main Round offered programme. Only the programme choices placed **ABOVE** your Main Round offered programme will be reconsidered by the 9 JUPAS participating-institutions and the SSSDP institutions, in short: the Institutions. For example, you move the Main Round offered programme from the 2nd position to the 11th position. In this case, the Institutions will reconsider the programme choices from the 1st position to the 10th position.

- If you are already satisfied with your Main Round offer or do not wish to be reconsidered for a “better” offer, you **NEED NOT** submit a request for reconsideration of application based on RR results.

- You **CANNOT** delete your Main Round offer programme or to place such programme as your first choice, otherwise your request for reconsideration of application based on RR results will not be processed.

- If your Main Round offer is a newly added programme during the modification of your programme choices after the release of HKDSE Examination results, the offered programme will be placed at the end of your programme choice list.

- If you wish to be reconsidered for a “better” offer based on the programme choices as at the deadline for modification of programme choices after the release of HKDSE Examination results, you **NEED** to submit a request for reconsideration **WITHOUT** modification. Please refer to the User Guide section “12.2 Submit Request for Reconsideration of Application Based on RR Results WITHOUT Modification of Programme Choices” for details.

- Once you are given a “better” offer after reconsideration of your application based on RR results, regardless of whether you have paid the acceptance fee of HK$5,000 or indicated your acceptance of the “better” offer via your JUPAS account, as appropriate, or completed the registration or enrolment procedures at the institution offering you admission, **your original Main Round offer will be withdrawn.** The “better” offer given to you is therefore your **FINAL** offer.
2. **SUBMIT** Request for Reconsideration of Application Based on RR Results **WITH** Modification of Programme Choices

If you choose to **MODIFY** your programme choices, you can modify the programme choices you have selected as at the deadline for updating of programme choices **ONCE free of charge within the allocated time-slot.**

**Procedure (7 steps in total)**

**Step 1:** Log on your JUPAS account and click “Continue”.

**Step 2:** Read the agreement carefully and tick all boxes to confirm you have read them.

**Step 3:** Click “Continue” to proceed.

**Step 4:** Click “Yes” to submit the request for reconsideration of application based on RR results. If you wish to cancel your submission, click “No”.

**Step 5:** You will receive an email and an SMS sent by the JUPAS Office as an acknowledgement of your submission of request for reconsideration of application based on RR results.

**Step 6:** Click “Yes” to indicate that you wish to **MODIFY** your programme choices.

**Step 7:** Click “Continue” to proceed to “My DRAFT Programme Choices” page for modification of your programme choices.
3. **REPLACE** Selected Programme Choices or **ADD** New Programmes

You can replace up to 5 programme choices on the programme choice list with new programmes or add a maximum of 5 new programmes to the original programme choice list, as long as the total number of programme choices does not exceed 20.

**Procedure (5 steps in total)**

**Step 1:** Click “**Programme Catalogue**” and then click “**OK**”.
Please note that every time you click “**Programme Catalogue**”, your draft programme choices will be saved automatically.

**Step 2:** You have 2 ways to search the programmes you are interested in:
1. To search by institutions, click the number shown in the “**Programme Catalogue**” directly; or
2. To search by keywords, enter keywords or information related to the programmes in the “Programm Search” and click “**Search for Programmes**”.

**Step 3:** You will see the list of programmes you have searched on this page.
If you wish to view the details of the respective programme, click the programme full title.

**Step 4:** Click “**Add**” button to add programmes to your “**My DRAFT Programme Choices**”.

**Step 5:** If you wish to search for other programmes, click “**Back to Programme Catalogue**” and repeat step 2 to 4 above.
If you wish to view, re-order, delete or submit your modified programme choices, click “**Proceed to My DRAFT Programme Choices**”.
4. **RE-ORDER** Programme Choices

You can shift between 2 methods to re-order your programme choices:

1. Click “Mouse” button to use the mouse; or
2. Click “Keyboard” button to use the keyboard.

4.1 **RE-ORDER** by Mouse

*Procedure (2 steps in total)*

Step 1: Drag and drop to move your programme choices upwards or downwards.

Step 2: Re-order the programme choices at the priority you want.

4.2 **RE-ORDER** by Keyboard

*Procedure (1 step only)*

Step 1: Select the priority from the drop-down menu to re-order the programme choices.

Please note that the JUPAS online application system will automatically prioritise the programme choices based on the “JUPAS Catalogue Number” if the same priority number is used for more than one programme. Hence, the programme choices may **NOT** be in the order you intended. You **MUST** check your programme choice list again before submission.
5. **DELETE Programme Choices**

Procedure (1 step only)

Step 1: Click “Delete” buttons.
6. **RESTORE** Programme Choices as at the Deadline for Updating of Programme Choices

Procedure (2 steps in total)

Step 1: Click “**To restore programme choices as at the deadline for updating of programme choices**”.

Step 2: Click “**OK**” to restore your programme choice list as at the deadline for updating of programme choices.

Please note that once you complete the process, **ALL** the changes you have made in “My DRAFT Programme Choices” will be lost and they will not be retrievable.

If you do not wish to restore the programme choices as at the deadline for updating of programme choices, click “**Cancel**”.
7. **SUBMIT** to “My CONFIRMED Programme Choices”

You **MUST SUBMIT** your programme choices to **“My CONFIRMED Programme Choices”** for consideration by the Institutions **within the allocated time-slot**. Otherwise your programme choices will only be remained in **“My DRAFT Programme Choices”** and will **NOT** be considered by the Institutions.

Procedure (5 steps in total)

Step 1: Check the modified programme choice list carefully.
   Please ensure that you have selected the correct programmes you wish to choose. If you have mistakenly selected a programme which you do not wish to choose, you will be considered for admission to that programme.

Step 2: Click “Continue”.

Step 3: Click “OK”.

Step 4: Type “Yes” in the box provided and click “Submit” to submit your modified programme choices.
   If you wish to edit your programme choices, click “Cancel”.

Step 5: Your **CONFIRMED** programme choices have successfully been modified.

Please contact the JUPAS Office via phone within the specified period if late submission or further modification is required.
8. **VIEW** “My CONFIRMED Programme Choices”

Procedure (3 steps in total)

Step 1: Log on your JUPAS account and click “Programme Choices”.

Step 2: You can see your modified programme choices on this page.

Step 3: If you wish to print a copy of this confirmation page for record, click “Print confirmation”. In the event of any dispute or queries, the JUPAS Office will only accept this printed page as official evidence.
9. RECEIVE Confirmation Email and SMS

After successful modification of your programme choices, an email which contains your modified programme choices and an SMS will be sent to you by the JUPAS Office as a confirmation of your successful modification of your programme choices.

If you do not receive the notifications after completion of the relevant procedures, you should log on your JUPAS account again and check if your programme choices have successfully been modified and submitted.

Please note that you SHOULD log out from the JUPAS online application system when you have finished using it.