THE UNIVERSITY OF HONG KONG
GRADUATE SCHOOL

Application for Change of Course(s) – Semester 2, 2011-12 (to be used after January 31, 2012)

Instructions

1. This form is only accepted by the Graduate School after January 31, 2012, unless the course(s) you would like to take cannot be registered via the On-line Course Registration System.
2. You should submit this form in person to your Supervisor(s) and Chairman of Departmental Research Postgraduate Committee (DRPC) for approval and signatures.
3. **Duly signed application form has to reach the Graduate School office latest by 2 weeks after the commencement of the relevant course(s).**
4. **Requests for adding those 4-week Graduate School courses have to reach the Graduate School office within the first week after commencement of the relevant course(s).**
5. The Graduate School will inform you of the result of your application for change of Graduate School courses in writing within 1 week after receiving this form. For the result of your application for change of Faculty/School/Departmental courses, please check your course enrollment record in the HKU Portal, or contact the Faculty Office if you do not hear from them in 2 weeks.
6. If your application for change of courses has been successful, your course enrollment record in the HKU Portal should be updated within 2 weeks. Please contact the Graduate School/Faculty Office as soon as possible if otherwise.

Name in BLOCK letters (Dr/ Mr/ Miss/ Ms/ Mrs *) _____
(Surname) (Given Names)

Programme: **MPhil / 3-year PhD / 4-year PhD *** Study Mode: **Full Time / Part Time ***

University Number | | | | | | | | | | | Degree Registration Date | | | | | | | | |
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Department _____ Faculty _____

Contact Tel. No. _____ Fax _____ Email Address _____

Important: It is your responsibility to enter the CORRECT COURSE CODES and TITLES. Please refer to the Graduate School homepage for reference. Please note application for classes with a quota will be subject to availability of places.

Is this your first application for change of course(s) in Semester 2, 2011-12? (on-line add-drop not included)

☐ **Yes**

☐ **No. This is my 2nd/3rd/4th * application, and it is to replace / add * to my previous application(s).**

Part A - Graduate School Courses

Action (Pls circle)	*Course Code*	*Subclass*	*Course Title*	*Result (for official use)*
Add / Drop				
Add / Drop				
Add / Drop				
Add / Drop				
Add / Drop				

Part B – Faculty/School/Department Courses

Action (Pls circle)	*Course Code*	*Subclass*	*Course Title*	*Approval by relevant Head of Department/School @*	*Result (for official use)*
Add / Drop					
Add / Drop					
Add / Drop					
Add / Drop					
Add / Drop					

Note:

* *Please circle as appropriate*

@ *If you are taking course(s) from another Faculty's/ Department's/ School's MPhil/ PhD curriculum, please obtain the approval and signature of the relevant Head of Department/School here.*

☐ **I confirm that there is no time conflict among my selected courses.**

Approval by Supervisor(s): Approval by Chairman, DRPC

_____ _____ _____

Student's Signature Name in BLOCK: Name in BLOCK:
Date : Date: Date: