THE UNIVERSITY OF HONG KONG
GRADUATE SCHOOL

Application for Change of Graduate School Course Enrollment – Semester 1, 2018-19
(To be used after September 11, 2018 and submitted to the Graduate School Office)

Notes:
1. This form is applicable for students who have not been able to complete course enrollment via the on-line system. The Graduate School will only process this application after the on-line add-drop period, i.e. after September 11, 2018.

2. As classes are normally full after the on-line add-drop period, there is NO guarantee that applicants will get enrolled in the course(s) as requested in the application form.

3. When applicants drop courses using this form, their places will immediately be released to students who are waiting.

4. Adding and dropping of courses are two separate procedures. When applicants drop a course, it does not necessarily mean that they will be able to add a course back.

5. Applicants should submit this form to the Supervisor(s) and Chairperson of the Departmental Research Postgraduate Committee (DRPC) to seek their approval for the change of course(s). Approval though is not required for change of subclass of the same course.

6. The duly signed application form should be sent to the Graduate School no later than two weeks after the commencement of the course(s); or if the course lasts only four weeks, the application form should be submitted within the first week of the course.

7. The Graduate School will inform applicants of the application result in writing within one week after receiving the application form. Course enrollment will be updated accordingly in the HKU Portal within two weeks after the Graduate School’s approval. Applicants should check their records on the portal.

8. Applicants should contact the Graduate School Office if they do not receive the letter informing their application result before the start of the course(s).
Please read the Notes on Page 1 before filling in this form.

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  ______________________  Probation End Date  ______________________
(DD/MM/YYYY) (DD/MM/YYYY)

Department ______________________  Faculty ______________________

Contact Tel. No. ______________________  Email ______________________

I. Is this your first application for change of course(s) in Semester 1, 2018-19? (on-line add-drop not included)
   ☐ Yes.
   ☐ No. This is my 2nd/3rd/4th * application and this is to replace / add to* my previous application(s).

II. Graduate School Course(s) you want to ADD:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subclass</th>
<th>Course Title</th>
<th>Result (for official use)</th>
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III. Graduate School Course(s) you want to DROP:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subclass</th>
<th>Course Title</th>
<th>Result (for official use)</th>
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IV. This is to confirm that
   (please check the box below)
   ☐ the above course code(s) and title(s) you have provided are correct.
   ☐ there is no time clash between/amongst your selected courses.

V. Remarks (if any)
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

* Please delete as appropriate

Approval by Supervisor(s): ______________________  Approval by Chairperson, DRPC ______________________

Student’s Signature: ______________________  Name in BLOCK: ______________________  Name in BLOCK: ______________________
Date: ______________________  Date: ______________________  Date: ______________________