## Application for Change of Faculty/Departmental Course Enrollment – Semester 2, 2018-19

**Notes:**

1. This form is applicable for students who have not been able to complete course enrollment via the on-line system. **This form will only be processed after the on-line add-drop period i.e. after January 22, 2019.**
2. Applicants should submit this form to the Supervisor(s) and Chairperson of the Departmental Research Postgraduate Committee (DRPC) for approval and signing.
3. Duly signed application forms should reach applicants’ home Faculty Office no later than 2 weeks after the commencement of the course(s).
4. Course enrollment records should be updated in the HKU Portal for successful applicants in two weeks after approval. Applicants should contact their home Faculty Office if it is not so.

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 __________

Department ____________________________ Faculty __________________________

Contact Tel. No. ____________________________ Email __________________________

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### I. Is this your first application for change of course(s) in Semester 2, 2018-19? (on-line add-drop not included)

☐ Yes.

☐ No. This is my 2\textsuperscript{nd}/3\textsuperscript{rd}/4\textsuperscript{th} application and this is to replace / add to* my previous application(s).

Notes: It is your responsibility to enter the CORRECT COURSE CODES and TITLES below. Please refer to the Faculty/Department homepage for reference.

### II. Faculty/Department/School Course(s) you want to ADD:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Sub-class</th>
<th>Course Title</th>
<th>Commencement Date</th>
<th>Approval by the Head of the course-offering Department/School #</th>
<th>Result (for official use)</th>
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### III. Faculty/Department/School Course(s) you want to DROP:

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<thead>
<tr>
<th>Course Code</th>
<th>Sub-class</th>
<th>Course Title</th>
<th>Commencement Date</th>
<th>Approval by the Head of the course-offering Department/School #</th>
<th>Result (for official use)</th>
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### IV. I confirm that

☐ the above course code(s) and title(s) I have provided are correct.

☐ there is no time clash between/amongst my selected courses.

* Please delete as appropriate

# If the course is not offered by the applicant’s home Department/School, the applicant’s home Faculty Office should on behalf of the applicant obtain the course add/drop approval and signature from the Head concerned; and should also inform the applicant of the application result within one week upon receipt of this request form.

Approval by Supervisor(s): ____________________________

Approval by Chairperson, DRPC: ____________________________

Student’s Signature: ____________________________

Date: ____________________________

Name in BLOCK: ____________________________

Name in BLOCK: ____________________________

Name in BLOCK: ____________________________

Date: ____________________________