

**THE UNIVERSITY OF HONG KONG
GRADUATE SCHOOL**

Application for Change of Graduate School Course Enrolment

(To be used AFTER the online add/drop period and submitted to the Graduate School Office)

Notes:

1. The application form is applicable to students who have not been able to complete course enrolment via the online system. **The Graduate School will only process the application AFTER the online add-drop period of the semester concerned.**
 2. Applicants should provide justifications and relevant supporting documents, as appropriate, for the change in course enrolment.
 3. All Graduate School courses have quota restriction and classes are likely to be full after the online add-drop period. Submission of the application form does NOT guarantee your enrolment in the course(s).
 4. Adding and dropping of courses are handled separately. When applicants drop a course, the seat will immediately be released and there is no guarantee that the course can be added back.
 5. Applicants should submit the form to their Supervisor(s) and Chairperson of the Departmental Research Postgraduate Committee (DRPC) for approval and signature. A note that approval is not required for the change in subclass of the same course.
 6. **The duly signed application form should reach the Graduate School BEFORE the commencement of the course(s). Applications for dropping a one-off class session course after class commencement will NOT be accepted.**
 7. The Graduate School will inform applicants of the result via email within one week after the receipt of the application form. For successful applications, course enrolment records will be updated in HKU Portal within two weeks after the Graduate School's approval. Applicants should check their records in HKU Portal accordingly.
 8. Applicants are advised to contact the Graduate School Office if the application result is not received before the start of the course(s).
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Application for Change of Graduate School Course Enrolment
(To be used AFTER the online add/drop period and submitted to the Graduate School Office)

(Applicants are reminded to go through the Notes on page 1 before completing the 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:

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Degree Registration Date:

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 (DD/MM/YYYY) Probation End Date:

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 (DD/MM/YYYY)

Department: _____ Faculty: _____

Contact Tel. No.: _____ Email: _____

I. Semester and Academic Year: _____

II. Graduate School Course(s) to ADD:

Course Code	Subclass	Course Title	Result <i>(for official use)</i>

III. Graduate School Course(s) to DROP:

Course Code	Subclass	Course Title	Result <i>(for official use)</i>

IV. This is to confirm that *(please tick the boxes below)*

- the above course code(s) and course title(s) provided are correct.**
there is no time clash between/amongst my selected courses.

V. Justifications/Remarks (please attach relevant supporting documents, as appropriate):

* Please delete as appropriate

Approved by Supervisor(s):

Approved by Chairperson, DRPC

Student's Signature

Signature

Signature

Name in BLOCK:

Name in BLOCK:

Date:

Date:

Date: