

THE UNIVERSITY OF HONG KONG

**Application for Change of Faculty/Departmental Course Enrolment**

(To be used AFTER the online add-drop period and submitted to applicant's home Faculty Office)

**Notes:**

1. The application form is applicable to students who have not been able to complete course enrolment via the online system. **The form will only be processed AFTER the online add-drop period of the semester concerned.**
2. Applicants should submit the form to their Supervisor(s) and Chairperson of the Departmental Research Postgraduate Committee (DRPC) for approval and signature.
3. **The duly signed application form should reach applicants' home Faculty Office no later than two weeks after the commencement of the course(s).**
4. For successful applications, course enrolment records will be updated in HKU Portal within two weeks after approval. Applicants should contact their home Faculty Office 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:   
D D M M Y Y Y Y

Department: \_\_\_\_\_ Faculty: \_\_\_\_\_

Contact Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

**I. Semester and Academic Year:** \_\_\_\_\_

**II. Is this your 1<sup>st</sup> application for the change of course(s) in the semester (online add-drop not included)?<sup>^</sup>**  
 Yes.

No. This is my 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> \* application and this is to replace / add to\* my previous application(s).

**III. (a) Faculty/Department/School Course(s) to ADD:**

Course Code	Sub-class	Course Title	Commencement Date	Approval by the Head of the course-offering Department/School#+	Result+ (for official use)

**(b) Faculty/Department/School Course(s) to DROP:**

Course Code	Sub-class	Course Title	Commencement Date	Approval by the Head of the course-offering Department/School#+	Result+ (for official use)

+ Reason(s) for disapproval (to be completed by course-offering Department/School if approval is NOT granted):  
 \_\_\_\_\_  
 \_\_\_\_\_

**IV. I confirm that<sup>^</sup>**

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

\* Please delete as appropriate

<sup>^</sup> Please tick as appropriate

# For courses not offered by the applicant's home Department/School, the applicant's home Faculty Office should, on behalf of the applicant, seek for add/drop approval from the Head/Director concerned, and inform the applicant of the result within one week after the receipt of the application form.

Approved by Supervisor(s): \_\_\_\_\_

Approved by Chairperson, DRPC: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name in BLOCK:

Name in BLOCK:

Date:

Date:

Date: