THE UNIVERSITY OF HONG KONG
GRADUATE SCHOOL

Application for Change of Graduate School Course Enrolment – Semester 2, 2021-22

(To be used after January 26, 2022 and submitted to the Graduate School Office)

Notes:
1. This form is applicable for students who have not been able to complete course enrolment via the on-line system. The Graduate School will only process this application after the on-line add-drop period, i.e. after January 26, 2022.

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. (For GRSC6027 only) The duly signed application form should reach the Graduate School before the second class of the course concerned is held.

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

8. Applicants should contact the Graduate School Office if they do not receive notification 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. 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>
</tr>
</thead>
<tbody>
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II. 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>
</tr>
</thead>
<tbody>
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III. 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.

IV. 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: ________________________________