

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

**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 

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

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

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

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

**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  
 Date:

\_\_\_\_\_  
 Name in BLOCK:  
 Date:

\_\_\_\_\_  
 Name in BLOCK:  
 Date: