

Application for Change of Faculty/Departmental Course Enrolment – Semester 2, 2021-22

(To be used after January 26, 2022 and submitted to applicant's home Faculty Office)

Notes:

1. This form is applicable for students who have not been able to complete course enrolment via the on-line system. **This form will only be processed after the on-line add-drop period i.e. after January 26, 2022.**
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 enrolment 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
D D M M Y Y Y Y

Department _____ Faculty _____

Contact Tel. No. _____ Email _____

- I. Is this your first application for change of course(s) in Semester 2, 2021-22? (on-line add-drop not included)**
 Yes.
 No. This is my 2nd/3rd/4th* 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:

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

III. Faculty/Department/School Course(s) you want to DROP:

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

IV. I confirm that

(please check the box below)

- 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:
 Date:

 Name in BLOCK:
 Date: