

For office use

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THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
香港中文大学（深圳）
THE GRADUATE SCHOOL
研究生院

Course Add/Drop Form For Postgraduate Course

加/退选研究生课程科目申请表

Note:
注意

Student **MUST** submit this application form to the course offering unit. This form is applicable for the following situations: class with 'Add Consent' or 'Drop Consent', do not fulfill enrolment rules, and after the close of e-add/drop; to comply with course load requirement and to fulfill graduation requirements.

同学必须将申请表交到开课部门，此表只适用以下情况：科目有加选或退选规定、不符合修读条件，及于网上改选期过后仍未符合学分要求或未能完成毕业要求。

I. Personal Particulars 个人资料

Name: (in English)
姓名 (英文)

Name: (in Chinese)
姓名 (中文)

Student I.D. No:
学号

Programme:
专业全称

Programme Code:
课程编码

Contact Tel. No.:
联络电话

Year of Attendance:
修业年

Expected Year / Term of Graduation:
预期毕业年份 / 学期

II. Course Intended to Drop 拟退选科目

Course Code:
科目编号

Course Title:
科目名称

Units:
学分

Reason for drop:
退选原因

III. Course Intended to Add 拟加选科目

Course Code:
科目编号

Course Title:
科目名称

Units:
学分

Reason for add:
加选原因

Signature of Student:
学生签名

Date:
日期

Personal Information Collection Statement

- The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- Information provided on this form may be transferred to other departments/ administrative units within CUHK-Shenzhen for consideration and granting approval, where applicable.
- For correction of or access to the personal data after submission of this form, please contact the Graduate School Office: (Tel. No.: 8427 3901, Fax No.: 8427 3904, e-mail address: pgs@cuhk.edu.cn)

收集个人资料声明

- 此表格所收集的资料将用以处理有关的申请，所提供的资料于无需保留时将全部销毁。
- 本表格所收集的资料或会转交香港中文大学（深圳）其他行政或教学部门作考虑或批核用。
- 如在递交此表格后要查阅或改正个人资料，请联系研究生院：（电话：8427 3901，传真：8427 3904，邮箱：pgs@cuhk.edu.cn）。

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Note: For cases of dropping required courses, approval by the Major Programmes should be applied.

<p>I. Approval by the Major Programme</p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of Programme Director/ Supervisor</p> <p>_____</p> <p>Date</p> <p>_____</p>	<p>II. Approval by the Major Programme</p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of the Chair of Graduate Panel</p> <p>_____</p> <p>Date</p> <p>_____</p>
<p>III. Approval by the Course Offering Unit</p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of Programme Director/ Supervisor/ Advisor</p> <p>_____</p> <p>Date</p> <p>_____</p>	<p>IV. Noted by the Dean of the Graduate School</p> <p>I have noted the student's application.</p> <p>Signature of the Dean of the Graduate School</p> <p>_____</p> <p>Date</p> <p>_____</p>