

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-For Undergraduate Student

加/退选研究生课程科目申请表(本科生适用)

Note:
注意

Student **MUST** submit this application form to the school. 同学必须将申请表交到所属学院。

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: _____ Date: _____
 学生签名 _____ 日期 _____

Personal Information Collection Statement

1. 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.
2. Information provided on this form may be transferred to other departments/ administrative units within CUHK-Shenzhen for consideration and granting approval, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Graduate School Office: (Tel. No.: 8427 3901, e-mail address: pgs@cuhk.edu.cn)

收集个人资料声明

1. 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。
2. 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。
3. 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, 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 School</p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of School/Programme Co-coordinator</p> <p>_____</p> <p>Date</p> <p>_____</p>	<p>II. Check by Registry Office</p> <p><input type="checkbox"/> Do not exceed term course load/ year course load. <input type="checkbox"/> Others:</p> <p>Officer Checking:</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. Approval by the School Graduate Panel</p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of Chair of Graduate Panel</p> <p>_____</p> <p>Date</p> <p>_____</p>
<p>V. 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>	