

香港中文大学（深圳）
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
加选本科生课程科目申请表（研究生适用）
Course Add Form for Undergraduate Course - For PG Student

注意

Note:

1. 同学**必须在本科加退课周截止前**，将**已获研究生课程主任以及授课老师批准的申请表**交到**开课学院**进行审批。部分学院可能要求同时提供辅助材料，例如成绩单。
Student **MUST** submit **the application form approved by the PG Programme Director and the Course Teacher** to the **COURSE OFFERING SCHOOL** for approval **before the Add/Drop due date**. Some Schools may require supporting documents such as transcript.
2. 对已获研究生课程主任以及授课老师批准的申请，开课学院将综合考虑课程情况及课程名额量等因素予以处理。
For the application approved by the PG Programme Director and the Course Teacher, Course Offering Schools will review carefully and the decision will be subject to factors such as the availability of quotas.
3. 研究生项目组教务的联系方式参考：<https://gs.cuhk.edu.cn/page/28>
Program Registry Contact Reference: <https://gs.cuhk.edu.cn/page/28>

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 Add 拟加选科目

Course Code: 科目编号	_____	Course Title: 科目名称	_____	Units: 学分	_____
Lecture Section: 讲演课编号:	_____	Tutorial Section: 导修课编号:	_____	UG Course Teacher's Name: 授课老师姓名:	_____
Reason for add: 加选原因	_____				

Signature of Student: 学生签名	_____	Date: 日期	_____
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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 update of or access to the personal data after submission of this form, please contact Program Registry.

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跟进审批或改正个人资料，请联系项目教务邮箱。

Please submit/email the filled form to your program registry for follow up approval process.

For office use only

<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>Programme Director/ Supervisor/Co-Ordinator</p> <p>Signature and Date</p> <hr/>	<p>II. Approval by the UG Course Teacher</p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Course Teacher</p> <p>Signature and Date</p> <hr/>
<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/ Co-Ordinator/Course Leader</p> <p>Signature and Date</p> <hr/>	<p>IV. Registry Office</p> <p>Add the approved UG course in SIS</p> <p>(Registry Office does not involve in the approval process)</p> <hr/>

Approval Workflow for Add Course Application:

