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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 Form For Postgraduate Course- For PG students**  
**加选研究生课程科目申请表（研究生适用）**

Student **MUST** submit this application form to the course offering unit after he or she gets the approval from the course instructor or the coordinator. This form is applicable for the following situations: class with 'Add Consent', do not fulfill enrolment rules, and after the close of e-add; 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。

**Note:注意**

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

**(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

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

Course Section:  
班级:

Units:  
学分

Reason for add:  
加选原因

Reason for not able to add course in regular Add/Drop period:  
无法在常规加退选期间完成加选的原因

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 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**

- 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跟进审批或改正个人资料，请联系项目教务邮箱。

Please submit filled form then scanned to your program registry email for follow up approval process.

*For office use:*

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

<p><b>I. Approval by the Course Instructor/ Coordinator (no need for CE course add/drop)</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of Course Instructor/ Coordinator</p> <p>Signature and Date</p> <p>_____</p>	<p><b>II. Approval by the Course Offering Unit</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of Programme Director/Coordinator/Course Leader</p> <p>Signature and Date</p> <p>_____</p>
<p><b>III. Approval by the Home Programme</b></p> <p>I <input type="checkbox"/> approve / <input type="checkbox"/> not approve the student's application.</p> <p>Signature of Supervisor/ Programme Director</p> <p>Signature and Date</p> <p>_____</p>	<p><b>IV. Approval/Noted by the Dean of the Graduate School</b></p> <p>I have approved/noted the student's application.</p> <p>Signature of the Dean of the Graduate School</p> <p>Signature and Date</p> <p>_____</p>

Workflow for course add application:

