

SID

For office use

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

Application for Shortening Period of Study/ The application form for PG students graduate before the end of the normative period of study
研究生提前毕业申请表

According to clause 4.6 of the Code of Practice for Taught Postgraduate Studies and Research Postgraduate Studies, a student who wishes to graduate before the end of the normative study period must apply to his/her Graduate Panel for shortening of study period, subject to the statutory minimum of 12 months for Master’s programme and 24 months for doctoral programme.

The application must be submitted to relevant Programme before the deadline set by the Graduate School in the expected graduation year, and **late submission would not be accepted.**

I. To be completed by Student

Name (Chinese) _____ (English) _____

Student I.D. No. _____ ID Number _____

School _____ Programme (Full Title) _____

Admitted Year/Term _____ Normative Period of Study _____ month(s)

Proposed Graduation _____ month(s) Amount of Shortening _____ month(s)

Details of the Graduation concerned:

Please tick the following checklist; you shall meet all the condition before you request shortening the period of study.

Admission Requirement

Total Units Gained _____ **units**, including Required/Group A Course _____ units, Elective/Group B Course _____ units.

[Please indicate the transferred/exempted unit(s) if applicable.]

(Research Postgraduate Student Only) Candidacy Examination Requirement

Written test passed date: _____ (DD/MM/YYYY)

Oral test passed date: _____ (DD/MM/YYYY)

II. To be completed by Programme Director/Programme Coordinator/Supervisor 课程主任签批/课程协调人/导师

<input type="checkbox"/> Endorsed 批准 <input type="checkbox"/> Not Endorsed 不批准	
Remarks, if any: _____	
Date: _____ [dd/mm/yy]	Signature: _____

III. To be completed by the Chairperson of the Graduate Panel 学院研究生事务委员会主席签批

<input type="checkbox"/> Endorsed 批准 <input type="checkbox"/> Not Endorsed 不批准	
Remarks, if any: _____	
Date: _____ [dd/mm/yy]	Signature: _____

IV. Approval / Recommendation by the Dean of the Graduate School 研究生院院长签批

<input type="checkbox"/> Endorsed 批准 <input type="checkbox"/> Not Endorsed 不批准	
Remarks, if any: _____	
Date: _____ [dd/mm/yy]	Signature _____

V. Approval by Board of Graduate Studies 大学研究生事务委员会批准

<input type="checkbox"/> Endorsed 批准 <input type="checkbox"/> Not Endorsed 不批准	
Remarks, if any: _____	
Date: _____ [dd/mm/yy]	Signature _____

VI. Important Information and Declaration 重要信息及声明

<p>The Chinese University of Hong Kong, Shenzhen as a data user undertakes to protect personal data and privacy of individuals, to ensure that personal data kept are accurate and secure in the collection, dissemination and management of the data collected from, or generated by, students during their studies at the University.</p> <p>Data collected will be held/transferred to departments/administrative units within the University as management information to facilitate verifications, communication, operations and planning. For correction of or access to personal data held by the University, please contact the Graduate School.</p> <p><input type="checkbox"/> I have read the important information above in relation to my academic study at the University, and agree to comply with all the relevant University Regulations.</p> <p>香港中文大学（深圳）作为数据用户承诺保障个人资料及个人隐私，以确保于学生就学期间大学所收集及保存的个人数据的准确性，以及于收集、传播到管理过程中的安全性。</p> <p>收集到的数据将被传递到大学内部的管理部门，作为大学内部信息管理、验证、交流、运营和规划之用途。如欲更改或查询由本大学收集的资料，请联系研究生院。</p> <p><input type="checkbox"/> 本人已经阅读上述与本人在大学的学业相关的重要信息，并同意遵守所有相关的大学条例。</p>

Date 日期: _____ Signature 签名: _____