

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
註冊及考試組

暑期課程
Summer Session
2019-20

Registration and Examinations Section
逾期加/退選科目申請表
LATE COURSE ADD/ DROP FORM

申請程序:

Application procedures:

①先諮詢有關老師意見 → ②獲老師批准後將申請表交有關學系審批 → ③將已獲學系批准之申請表交回註冊及考試組轉交教務長批核

① Approach course teaching staff for advice → ② Seek endorsement from course offering department after endorsement from course teaching staff → ③ Pass the endorsed application to RES for approval of Registrar

如在申請程序上遇到任何問題，可直接向註冊及考試組查詢（電郵：ugadmin@cuhk.edu.hk）。

Please approach RES directly for advice (e-mail: ugadmin@cuhk.edu.hk) if you encounter any problems in completing the procedures.

姓名 [英文] _____ [中文] _____ 學號 _____
Name : [in English] _____ [in Chinese] _____ Student I.D. No. : _____
主修 / 課程 _____ 課程編碼 _____
Major / Programme : _____ (Programme Code: _____)
修業年 _____ 預期畢業年份 / 學期 _____ 聯絡電話 _____
Year of Attendance : _____ Expected Year/Term of Graduation: _____ Contact Tel. No. : _____

本人擬申請逾期加/退選暑期課程科目 (請在方格內以✓表示)

I wish to apply for *late course add/drop for summer session (please tick as appropriate)

逾期加選 逾期退選
Late Add Late Drop
Summer Course Summer Course

科目編號 _____ 學分 _____
Course Code: _____ Units: _____

科目名稱 _____ 授課老師 _____
Course Title: _____ Course Teaching Staff's Name: _____

逾期加選/退選原因 _____
Reason for late add / drop: _____

*As the commencement date of courses may be different in Summer Session, please submit application after the formal add/drop period if your course starts on 1 June or after. 由於暑期課程科目有不同的開課日期，如你的科目於6月1日或以後開課，請於正式加/退選期後遞交逾期申請。

學生簽署 _____ 日期 _____
Signature of Student : _____ Date : _____

收集個人資料聲明

1. 此表格所收集的資料將用以處理有關的申請，所提供的資料於無需保留時將全部銷毀。

2. 本表格所收集的資料或會轉交香港中文大學其他行政或教學部門作考慮或批核用。

3. 如在遞交此表格後要查閱或改正個人資料，請聯絡註冊及考試組：(電話：3943 9888、傳真：2603 5129、電郵：ugadmin@cuhk.edu.hk)

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 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 Registration and Examinations Section:

(Tel. No.: 3943 9888, Fax No.: 2603 5129, e-mail address: ugadmin@cuhk.edu.hk)

For office use only (Approval sequence: ①→②→③)

① Course Teaching Staff

I # endorse / do not endorse the student's application.

Signature: _____

Date: _____

② Course Offering Department

I # endorse / do not endorse the student's application.

Signature: _____
Dept. Chairman / Programme Co-ordinator

Date: _____

③ Approval by the Registrar

I # approve / do not approve the student's application.

Signature: _____

Date: _____