香 港 中 文 大 學
THE CHINESE UNIVERSITY OF HONG KONG
註冊及考試組
Registration and Examinations Section
逾期加/退選科目申請表
LATE COURSE ADD/ DROP FORM

2019-20

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所屬學院院長批核後交回註冊及考試組
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 form to Faculty Dean for approval before submitting the form to RES

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(請在方格內以✓表示)　　　　　　　逾期加選　　　　逾期退選
I wish to apply for (please tick as appropriate)　☐ **Late Add**　☐ **Late Drop**

科目編號　　　　　　　　　　　學分　　　　　*☐ 1st term 上學期　2019-20
Course Code: _____　Units: _____　☐ 2nd term 下學期　2019-20

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: _____

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

* 此申請表不適用於暑期課程
　This application form is NOT applicable to Summer Session

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: _____

(For late add of course, please ✓as appropriate.)

☐ No centralized course examination.

☐ No clash in examination timetable.**

☐ Time clash in examination timetable.**

** Course teaching staff may contact RES by e-mail: exams@cuhk.edu.hk or by telephone: 39435789/39438967 for checking possible time clash in examination timetable.

② Course Offering Department

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

Signature: _____
　　　Dept. Chairman / Programme Co-ordinator

Date: _____

③ Approval by the Faculty Dean of the Major Programme

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

Signature: _____
　　　　　Faculty Dean

Date: _____

#Please delete as appropriate