

**The Chinese University of Hong Kong  
Graduate School  
Declaration Form on Intention to Submit Thesis/Portfolio**

**A. Note to Student**

*Student should complete Section I and seek the endorsement of the Supervisor(s) and approval of the Head of Graduate Division concerned.*

**B. Note to Division**

*The Division is requested to return the completed form, together with the form on nomination of Thesis/Assessment Committee to the Graduate School as soon as possible.*

**Section I (To be completed by student)**

Name (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_

Student ID No. \_\_\_\_\_ Mode of Study \_\_\_\_\_

Programme \_\_\_\_\_ Degree \_\_\_\_\_

Normative End Date \_\_\_\_\_ Maximum End Date \_\_\_\_\_

(1) Proposed date for submission of thesis/portfolio # \_\_\_\_\_  
(dd) (mm) (yyyy)

Note: If the proposed date for thesis submission is beyond your expected graduation date, your expected graduation date will be extended automatically to the date you propose to submit thesis.

(2) Proposed thesis/portfolio title (Please print/type)  
(The thesis title should be written in either English or Chinese)

\_\_\_\_\_  
\_\_\_\_\_

(3) Language of thesis:  English  Chinese  Others (please specify) \_\_\_\_\_

⇒ A summary of my thesis/portfolio proposal is given in the attachment.

**I understand that I cannot submit thesis unless the External Examiner(s) had accepted the invitation and should not contact the External Examiner(s) on matters related to thesis examination.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*# Students should renew student I.D. card if the proposed date of thesis submission is beyond the normative study end date.*

**Section II (To be completed by Supervisor(s) and Head of Graduate Division)****Supervisor(s)**

Approval recommended  Approval not recommended

Comments (if any) \_\_\_\_\_

\_\_\_\_\_  
Name of Supervisor(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Head of Graduate Division**

Approved  Not approved

Comments (if any) \_\_\_\_\_

\_\_\_\_\_  
Name of Head of Graduate Division

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Section III (For Graduate School use only)**

	Updated on	Handled by
Proposed date of thesis submission		
Thesis/Portfolio title		
Extend Student I.D. Card Expiry Date New Expiry Date	Yes / No _____ (dd/mm/yyyy)	
Issue letter if proposed date of thesis submission is beyond normative study end date	Yes / No	

- The personal data provided on this form will be used by the Graduate School for the purpose of processing this application.*
- For correction of or access to the personal data after submission of this form, please contact the Graduate School at 39438976/8977 or email to: [gradschool@cuhk.edu.hk](mailto:gradschool@cuhk.edu.hk).*
- Information provided on this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.*