

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
註冊及考試組
Registration and Examinations Section
休學申請表
APPLICATION FOR SUSPENSION OF STUDIES

2022-23

注意
Note:

- 1) 此表格不適用於因交換計劃申請休學。
This form is not applicable for student who applies for suspension of studies due to exchange programme.
- 2) 休學申請須附有證明文件。如因實習工作而須申請休學，請附上有關公司聘書副本。
Please attach all necessary supporting documents. For student who joins the internship programme, please submit a copy of the appointment letter from the institution concerned.
- 3) *請留意全日制本科生總學則第3.0條之規定。因個人原因或實習工作休學的學生，其預期畢業學期應相應延長。
Please note Clause 3.0 of the General Regulations Governing Full-time Undergraduate Studies. Student's expected graduation term should be extended accordingly if reason for suspension is personal or internship.
- 4) **與課程相關的實習工作經驗或認可於常規修業期內。有關學生完成畢業所需科目後可按註冊及考試組佈告申請更改於原定預期畢業學期畢業。
Programme-related Internship experience may be recognised towards the normative study period. Student concerned may apply according to the RES notice to change to their original expected graduation term after course fulfillment of all graduation requirements.

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 _____ 預期畢業學期 _____ 聯絡電話 _____
Year of Attendance: _____ Expected Graduation Term: _____ Contact Tel. No.: _____

休學期

Suspension period:

- 1st term 第一學期 (from 1 Aug to 31 Dec 2022) 2nd term 第二學期 (from 1 Jan to 31 Jul 2023) 1 year 一年
 (from 1 Aug 2022 to 31 Jul 2023)
 (from 1 Jan to 31 Dec 2023)
- 由 _____ 至 _____ (日/月/年)
From: _____ to _____ (dd/mm/yyyy)

*因應休學，本人之預期畢業學期將相應延長至[#]上學期/下學期，20____-____。
Due to suspension of studies, my expected graduation term will be extended to [#]1st term / 2nd term, 20____-____ accordingly.

原因

Reason(s):

- **實習工作 Internship 其他原因 Other reason(s) _____

簽署:

Signature: _____

日期:

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 the use of Major Programme Office (please tick as appropriate)

The student should approach _____ and return this form after the meeting with the Academic Advisor.

The student does not need to meet with the Academic Advisor for this application.

Signature of Academic Advisor, after the Meeting Date

Endorsement by Major Department/Programme

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

Signature of Dept. Chairman/Programme Co-ordinator

Date