

增加／減少修讀單元申請表
Application for Add/Drop of Module(s)

填寫本表格前，請先參閱背頁的「申請須知」。Please read the 'Application Guide' overleaf before completing this Form.

第一部份：個人資料 Part I: Personal Particulars

英文姓名 Name in English	_____	中文姓名 Name in Chinese	_____
學生編號/身份證號碼 Student No./HKID No.	_____	課程編號 Programme Code	_____
課程名稱 Programme Title	_____		
電郵地址 E-mail Address	_____	聯絡電話 Tel. No.	_____

第二部份：增加／減少修讀單元 Part II: Add/Drop Module(s)

單元編號 Module Code	單元名稱 Module Title	增加 Add	減少 Drop

本人已閱表格背頁的「申請須知」並同意遵守該等規則。

I have read the 'Application Guide' overleaf and agree to conform to the related regulations.

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

第三部份：所屬學系專用 Part III: For Departmental Use

單元編號 Module Code	學期 Semester	班別 Session Code	級別 Level	單元值 Module Value	接受(加/減) * Accepted(Add/Drop)	課程主任簽署 Signature of Course Leader
					<input type="checkbox"/> Add(加) / <input type="checkbox"/> Drop(減)	
					<input type="checkbox"/> Add(加) / <input type="checkbox"/> Drop(減)	
					<input type="checkbox"/> Add(加) / <input type="checkbox"/> Drop(減)	
					<input type="checkbox"/> Add(加) / <input type="checkbox"/> Drop(減)	

此課程之總單元值為 The standard total module value for the course is _____

系主任批准 Approval by Head of Department: _____ 日期 Date: _____

已在 MSMP02102M 更新單元數目(MC)及單元值(MV)。MSMP02102M in SRS is updated.

學系職員簽署 Signature of Department Clerk: _____ 日期 Date: _____

第四部份：秘書處專用 Part IV: For Campus Secretariat Use

已查核學生身份證及學生記錄。 Student's HKID Card and record checked.

職員簽署 Signature of Staff: _____ 日期 Date: _____

學費調整詳列如下 Details of revised tuition fees are as follow:

已調整學費。 MSMP5104M in SRS updated. 繳費期限 Due Date: _____

通知學生繳付增加單元的學費。 Informed student to pay the shortfall of tuition fee for added modules(s).

職員簽署 Signature of Staff: _____ 日期 Date: _____

* (請於適當的方格內加上“√”號。 Please put a “√” in the appropriate box(es).)

申請須知

1. 學生須於學期開始前提出申請。如課程設有網上選科，學生須於網上選科後一星期內提出申請。逾期申請或不獲考慮。
2. 請填寫申請表的第一和第二部份，並連同下列文件交回學院秘書處以作查核：
 - (i) 學生證或香港身份證；
 - (ii) 有關證明文件（例如僱主信或書面解釋）。
3. 學生必須如期繳付增加單元的學費。
4. 如學生申請減少修讀單元，已繳之學費將不獲退還，並保留於下一學期的學費中扣除。

Application Guide

1. Students should submit the application before the commencement of a semester. If the programme has Online Module Selection (OMS), student should submit the application within one week after the OMS period. Late application will normally not be entertained.
2. Please complete Part I & II of the application form and bring along the following documents to the Campus Secretariat for verification when submitting the form:
 - (i) Student ID card or HKID card;
 - (ii) Support document which can substantiate your application (e.g. letter from employer or written explanation).
3. The student should pay the shortfall of tuition fee for added module(s) in the designated period.
4. For students applying for dropping module(s), the paid tuition fee of which will not be refunded but will be retained to offset the fee payable in the next semester.