

BNU-HKBU UNITED INTERNATIONAL COLLEGE

GRADUATE SCHOOL

Application for Course Add/Drop/Withdrawal – UIC and Cross-Institutional Courses

(For Research Postgraduate Students Only)

Important Notes

1. Research Postgraduate (RPg) students should complete this form to
 - (a) add courses during the add/drop period;
 - (b) drop courses during the add/drop period; and/or
 - (c) withdraw courses after the deadline for dropping courses
2. The Academic Calendar shows the start and end dates of add/drop period. Adding or dropping of courses are allowed during the first two weeks of classes.
3. Approval from course instructors is required
 - (a) for the courses which are **not** offered by your own Division; and
 - (b) if you withdraw from a course.
4. The transcript prints a “W” grade for withdrawn courses. For courses dropped within the add/drop period, they will **not** be recorded on the transcript.
5. Units gained from cross-institutional courses will be transferred automatically subject to the fulfilment of the grading requirement and the receipt of transcript from the universities concerned by the end of the semester.
6. When adding a *course, you are required to indicate whether it is intended for the fulfilment of coursework requirement (see the columns “coursework requirement” below). The indication you made means:
 - (a) If yes, the course will be recorded on the transcript and counted towards the calculation of GPA, except those courses with satisfactory (S) and unsatisfactory (U) grades;
 - (b) If no, the course will be recorded on the transcript but will **not** be counted towards the calculation of GPA. (e.g. A course can be taken for interest or as recommended by Principal Supervisors.)

* Sit-in courses are not counted in all circumstances regardless of (a) or (b) above.

Personal Information Collection Statement

Persons who supply personal data in their applications to the Graduate School for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by College staff.
3. After the applications have been processed, relevant data will be transferred to the student / staff record system of the College.

I. Student Particulars (* delete where appropriate)

Name: _____ Student No.: _____ Division: _____

Phone No.: _____ Degree : MPhil/PhD* Mode of Study: FT/PT***II. Course Details****SECTION A) COURSES TO BE ADDED**

UIC Courses						
	Course Code & Section No.	Course Title	Sem/Trim & Year	Units	Coursework Requirement (Must <input checked="" type="checkbox"/> one box)	Approval from Course Instructor (See note 3a)
1.					<input type="checkbox"/> Yes <input type="checkbox"/> No	Name: Signature:
2.					<input type="checkbox"/> Yes <input type="checkbox"/> No	Name: Signature:
3.					<input type="checkbox"/> Yes <input type="checkbox"/> No	Name: Signature:
4.					<input type="checkbox"/> Yes <input type="checkbox"/> No	Name: Signature:

Cross-Institutional Courses						
	Course Code & Section No.	Name of Institution and Course Title	Sem/Trim & Year	Units	Coursework Requirement (Must <input checked="" type="checkbox"/> one box)	Additional Note
1.					<input type="checkbox"/> Yes <input type="checkbox"/> No	Please <u>also</u> complete the "Application for Cross-Institutional Course/Subject Enrolment for Research Postgraduate Students". Otherwise, the application cannot be processed further.
2.					<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.					<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.					<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION B) COURSES TO BE DROPPED/WITHDRAWN

UIC Courses						
	Course Code & Section No.	Course Title	Sem/Trim & Year	Units	Reason(s) to drop/withdraw (Attach more sheets if needed)	Instructor's approval of course withdrawal (See Note 3b)
1.						
2.						

Cross-Institutional Courses						
	Course Code & Section No.	Course Title	Sem/Trim & Year	Units	Reason(s) to drop/withdraw (Attach more sheets if needed)	
1.						
2.						

III. Student Declaration

I have read and understood the Important Notes of this application form.

Student	Name		Signature		Date	
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IV. Endorsement

Principal Supervisor	Name		Signature		Date	
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V. Approval

Division Head	Name		Signature		Date	
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