

## Application for Change in Study Mode (SGS02)

**Notes:** Requests for change of study mode should be made at least **two months** in advance. Approval of such requests is subject to the availability of a student quota and the recommendations of the relevant parties.

### Section A Student's Particulars (please tick as appropriate)

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_ Department/School: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Programme: MPhil/PhD\* Mode of Study: FT/PT\*  
Study Period End Date: \_\_\_\_\_ Email: \_\_\_\_\_ Contact No: \_\_\_\_\_

Are you a Hong Kong PhD Fellowship recipient? ☐ No ☐ Yes

### Section B Details of Application (Please tick as appropriate)

I would like to apply for a change of study mode from:

☐ **Part-time to Full-time effective from** 01 / \_\_\_\_ / \_\_\_\_  
Day Mon Year If my application is approved, I would like to apply for a studentship: ☐ Yes ☐ No

☐ **Full-time to Part-time<sup>^</sup> effective from** 01 / \_\_\_\_ / \_\_\_\_  
Day Mon Year Notification will be sent to Immigration Department on cease of visa support.

<sup>^</sup> Students, who change their study mode from full-time to part-time within the University's normal study period, will be switched to self-financing mode of study. They are required to pay self-financing tuition fee and are not eligible to apply for financial assistance supported by the government fund.

Reason for the application (Please put ☒ in the most appropriate box and attach relevant supporting documents, if any):

- |   |   |
|---|---|
| a. <input type="checkbox"/> Health reasons          | d. <input type="checkbox"/> Employment reasons            |
| b. <input type="checkbox"/> Heavy academic workload | e. <input type="checkbox"/> Other: (please specify) _____ |
| c. <input type="checkbox"/> Financial hardship      |   |

Please give more details of the reason for the application as indicated above:

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Please give a detailed study plan to support your intention to complete your study within the stipulated study period following the change of study mode.

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Signature of Student

Date

**Please pass this form to your Qualifying Panel for recommendation.**

**Section C Recommendations by the Qualifying Panel (\*Please delete as appropriate)**

*Applications for a change from full-time to part-time study mode would only be considered if the student has made good progress in his/her studies and can produce a feasible study plan.*

Please comment on: (a) the student's study progress, (b) the study plan detailed under Section B and (c) the student's ability to complete his/her study within the revised (maximum) study period subsequent to the change in study mode.

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The Qualifying Panel supports/does not support\* the application.

Other comments:

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Supervisor/Chair, Qualifying Panel

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Signature

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Date

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Qualifying Panel Member

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Signature

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Date

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Qualifying Panel Member

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Signature

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Date

**Please forward this form to Department Head/SGSC Chair.**

**Section D Comments by the Department Head/SGSC Chair (\*Please delete as appropriate)**

I endorse/do not endorse\* the recommendation of the Qualifying Panel.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please contact: \_\_\_\_\_ (Ext. no) \_\_\_\_\_ in case further information is needed.

\_\_\_\_\_  
Signature of Department Head/SGSC Chair

\_\_\_\_\_  
Date

**Please forward this form to the CGSC Chair/School Dean for approval.**

**Section E Decision of the CGSC Chair/School Dean (\* please delete as appropriate)**

*For any queries or additional information, please contact the departmental/school contact person provided above.  
Not applicable to EG & SI, as the approval authority has been delegated to Head of Department*

I approve/do not approve\* the above recommendation.

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of CGSC Chair/School Dean

\_\_\_\_\_  
Date

**Please return this form to SGS for processing.**

**Section F For SGS Use**

Remarks: Previous approval for changes of study mode, if any: \_\_\_\_\_

Revised (maximum) study period end date if application is approved: \_\_\_\_\_

The student is currently receiving/will receive a research tuition scholarship: ☐ yes ☐ no

*For application for change from part-time to full-time study mode with a studentship award:*

Cumulative GPA: \_\_\_\_\_ Any failure grades in the preceding year: ☐ yes ☐ no

Follow-up on approval for paid employment, if any: ☐ yes ☐ NA

Form HKPFS03 completed, (at least six weeks before the proposed change effective date) ☐ yes ☐ NA

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_