

Change in Coursework Plan for Research Students (SGS16B)

1. Change requests should be submitted to the Chow Yei Ching School of Graduate Studies ***no later than the end of the Add/Drop Period of the respective semester in which the course(s) are offered.*** Late requests will normally not be processed.
2. A list of the approved courses for research students is available at <http://www.cityu.edu.hk/sgs/rpg/student>.
3. Courses taken without approval from supervisors will NOT be counted towards the fulfillment of coursework requirement.
4. Students can add/drop web enabled courses that require no special approval from Head of Department/School Dean within the add/drop period (normally ends on 1st day of week 2 of the semester). Add/drop of courses that are not web enabled, outside the add/drop period or courses that require special approval (which cannot be added/dropped by students) would be performed by SGS.
5. Students (commenced study on or after 1 September 2019) taking core/elective courses offered by other Department/School should consult their home department beforehand if there is any implication on taking the home department's Qualifying Examination.
6. For students admitted on or after 1 September 2022, they are required to fulfil a minimum cumulative GPA of 3.0 in prescribed coursework for graduation. All courses a student has enrolled (including courses he/she enrolled by himself/herself without using SGS Forms) since he/she started his/her study will be taken into account when calculating his/her cumulative GPA.

Section A Student Particulars (* please delete as appropriate)

Name: _____ Student No.: _____ Department/School: _____

Commencement Date: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*

Are you a student under the Collaboration Scheme with Mainland Universities?

No Yes (If yes, the University is: _____)

I would like to make changes to my coursework plan as detailed below:

I. Course(s) to be added:

	Course Code / CRN	Course Title	Semester /Year Offered	Credit Units	Web Enabled (Yes/No)	Pre-requisite or Pre-cursor	Approval from Dept. Head/ School Dean [#]
1.							
2.							

[#] Before submitting this form, approval from Department Head/School Dean of the course offering department/school should be sought if pre-requisite or pre-cursor has not been met, or if the course is NOT offered by home department/school.

II. Course(s) to be dropped:

	Course Code	Course Title	Web Enabled (Yes/No)	Semester/Year Offered	Credit Units
1.					
2.					

Signature of Student

Date

Please forward the form to your Supervisor for approval.

Section B Decision of Supervisor/Chair of Qualifying Panel (* please delete as appropriate)

I *approve/do not approve the changes to coursework plan as proposed by the student:

Remarks: _____

Approved by:

	(Optional)
Supervisor (Name) Signature (Date)	Nominee of Department/School * Signature (Date)

* Individual departments/schools may require further approval apart from the supervisor (e.g. Research Degree Coordinator or Project Team Leader of Mainland Collaboration Schemes). Students are advised to confirm the approval requirement with the general office of respective departments/schools.

Please forward the completed form to SGS for processing.