

## 轉科申請表

### APPLICATION FOR CHANGE OF COURSE REGISTERED

#### 申請截止日期 APPLICATION DEADLINE

有關遙距學習科目之申請，學生須不遲於相關學期開課後四星期提交。至於研究生（面授）科目之申請，學生須不遲於相關學期開課後兩星期提交。同學如欲申請轉科，請盡快提交申請。

For **distance learning courses**, students have to submit the application **no later than 4 weeks after the commencement of the respective term**. For **postgraduate (face-to-face) courses**, students have to submit the application **no later than 2 weeks after the commencement of the respective term**. Students who would like to apply for change of course registered should submit the application as soon as possible.

#### 個人資料 STUDENT PERSONAL PARTICULARS

姓名 (\* 先生 / 女士)

Name (\*Mr/Ms): \_\_\_\_\_  
 英文 (English) \_\_\_\_\_ 中文 (Chinese) \_\_\_\_\_

學生編號  
 Student No.: \_\_\_\_\_

電話  
 Tel.: \_\_\_\_\_  
 住宅 (Home) \_\_\_\_\_ 辦公室 (Office) \_\_\_\_\_ 流動電話 (Mobile phone) \_\_\_\_\_

\* 請刪去不適用者 \* Please delete as appropriate

#### 申請詳情 APPLICATION DETAILS

已註冊的科目 (擬取消)

Original Course(s) Registered (intended to cancel)

科目編號 Course Code

學科類別 編號 組別  
 Subject Code Number Class Section

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

擬註冊的科目 (按優先次序排列)

New Course(s) intended to register (in the order of preference)

科目編號 Course Code

學科類別 編號 組別  
 Subject Code Number Class Section

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

科目數目: 由  更改 至   
 No. of course to change: From to

新學期的科目總註冊值 Total number of registration value in new term: \_\_\_\_\_

改選科目原因 Reason(s) for course change: \_\_\_\_\_

如你所選擇的組別於大學處理你的申請時已額滿或你沒有選擇組別，大學會為你編配尚有學額的組別，不作另行通知。

If the class section that you opt for is FULL by the time the University processes your application or if you do not choose a class section, the University will assign an available class section to you without further notice.

#### 聲明 DECLARATION

1. 本人附上港幣一百元的劃線支票，作為申請轉科費用。本人明白即使此項申請不獲批准，所繳費用將不獲退還。

I enclose a crossed cheque for HK\$100 being the Change of Course Registered Fee. I understand that even if my application is not successful, the fee paid will not be refunded.

2. 本人謹此聲明，本申請表及隨附文件所載一切資料依本人所知均屬真確，並無遺漏。本人已閱畢列載於表格的「重要事項」及今期學生手冊的有關部分，並同意遵守該等規例。

I declare that all information given in this application form and the attached documents is, to the best of my knowledge, accurate and complete. I have read the Important Notes of this form and the relevant section in the current Student Handbook. I agree to conform to the related Regulations.

學生簽署  
 Signature of Student: \_\_\_\_\_

日期  
 Date: \_\_\_\_\_

## 重要事項

### IMPORTANT NOTES

1. 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡保障資料主任。  
The personal data provided on this form will be used for student and University administrative purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Data Protection Officer.
2. 申請轉科只限於本校同一學期開辦的科目，並在一般情況下，須以一科替代另一科。  
For change of course registered applications, they are limited to courses offered in the same term and the course changes should normally be on a one-to-one basis.
3. 申請會按個別情況考慮。申請獲批准與否，將視乎申請的理由及有關科目及組別的學額而定。  
Applications will be considered on a case-by-case basis. Approval of application will be dependent upon the reason(s) for application and is subject to availability of course places and class sections.
4. 每項轉科的申請費用為港幣一百元正。費用請以劃線支票繳交（支票抬頭「香港都會大學」）。不論申請獲批准與否，申請轉科費用將不會退還。  
Change of Course Registered Fee (HK\$100) is payable per application. The fee should be paid in the form of a crossed cheque, made payable to 'Hong Kong Metropolitan University'. Change of Course Registered Fee shall not be refunded irrespective of whether the application is approved or not.
5. 若新科目學費較原來註冊科目為高，獲批准轉科的學生須繳付相差的金額，請以劃線支票繳交（支票抬頭「香港都會大學」）學費差額。倘若申請不被批准，有關支票將獲退還。相反，若新科目的學費較原來註冊科目為低，本校會安排退還學費差額給獲准轉科的學生。  
Students who are approved of change of course registered are required to pay the fee difference in the event that the tuition fee(s) of the new course(s) is (are) higher than the course(s) they originally registered. A separate crossed cheque covering the fee difference, made payable to 'Hong Kong Metropolitan University' should be submitted with the application. The cheque will be returned if application is not approved. On the other hand, if the tuition fee(s) of the new course(s) is (are) lower than the course(s) the students originally registered, the University will arrange for refund of the fee difference to students approved of change of course registered.
6. 如你所選擇的組別於大學處理你的申請時已額滿或你沒有選擇組別，大學會為你編配尚有學額的組別，不作另行通知。  
If the class section that you opt for is **FULL** by the time the University processes your application or if you do not choose a class section, the University will assign an available class section to you without further notice.
7. 請於指定的申請截止日期前將填妥的表格，連同分別繳交轉科費用港幣一百元正及有關學費差額（如適用）的劃線支票，交回九龍何文田香港都會大學 A0511 室教務處入學及註冊組（遙距課程及授課式研究生課程）。申請截止日期見本表格第一頁頂部。**逾期申請，恕不受理。**  
The completed form should be submitted together with separate crossed cheques for the Change of Course Registered Fee (HK\$100) and the tuition fee difference (if applicable) to Room A0511, Admissions & Enrolment Team (Distance Learning & Taught Postgraduate), Registry, Hong Kong Metropolitan University, Ho Man Tin, Kowloon before the stipulated application deadline indicated on the top of page 1 of this application form. **Late applications will NOT be entertained.**
8. 申請結果將以郵寄方式知會學生。在未接獲通知前，學生在原先選擇科目的註冊身份仍然維持不變。如於遞交表格後 10 個工作天內未收到任何消息，請致電與本組職員聯絡。[ 遙距學習科目：2768 6601-2，研究生（面授）科目：2768 6606 ]  
Application results will be sent to students by mail. Until such notification is received, the registration status of the original registered course(s) remains unchanged. If you do not receive any feedback within 10 working days after submitting this form, please contact us. [distance learning courses: 2768 6601-2; postgraduate (face-to-face) courses: 2768 6606]
9. 若學生於已領取教材後獲批准轉科，應親自或以掛號郵遞方式把已收到原先註冊科目的教材交回本校教與學發展處。  
[ 只適用於遙距學習科目之申請 ]  
Students who have collected the course materials but have subsequently been approved of change of course registered should return by hand or via registered mail the course materials they have received for course(s) with which they originally registered to the Office for Advancement of Learning and Teaching. [Only applicable to applications for distance learning courses]
10. 一般情況下，若學生已表示接納改選另一科目，不可以再申請轉回原先選擇的科目。  
Students who have indicated their acceptance of transfer to another course will not normally be allowed to transfer back to the original course.