

香港中文大学(深圳)  
**THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN**  
 理工学院  
**SCHOOL OF SCIENCE AND ENGINEERING**  
 逾期退选硕士/博士课程科目申请表  
**LATE COURSE DROP FORM FOR SSE POSTGRADUATE COURSE**

注意  
 Note:

- 1) 逾期退选的批准只适用于学生未能控制的特别原因, 学生如因错过改选时间, 或因个人疏忽未查询选课最终结果, 一般不能作为逾期改选理由。  
 Late course drop will only be approved with very special reasons beyond students' control. In general, failure to observe the add/drop schedule or negligence in checking final course enrolment results will not be accepted as reasons for late add.
- 2) 申请表应按审批流程, 最后交由理工学院硕士/博士项目组存档。  
 After obtaining relevant approval from the corresponding person, student should submit this form to MPhil/PhD Programme.

姓名(英文) \_\_\_\_\_ (中文) \_\_\_\_\_ 学号 \_\_\_\_\_  
 Name: (in English) \_\_\_\_\_ (in Chinese) \_\_\_\_\_ Student I.D.No.: \_\_\_\_\_

学院 \_\_\_\_\_ 修业年: \_\_\_\_\_ 联络电话 \_\_\_\_\_  
 School: \_\_\_\_\_ Year of Attendance: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_  
 (dd/mm/yy) \_\_\_\_\_

**拟逾期退选科目**  
**Course Intended to Late Drop**

科目编号 \_\_\_\_\_ 学分 \_\_\_\_\_ 修读学期 \_\_\_\_\_  
 Course Code: \_\_\_\_\_ Units: \_\_\_\_\_ Course taken in: \_\_\_\_\_  
 科目名称 \_\_\_\_\_ 授课老师 \_\_\_\_\_  
 Course Title: \_\_\_\_\_ Teaching staff's name: \_\_\_\_\_  
 逾期退选原因 \_\_\_\_\_  
 Reason for late drop: \_\_\_\_\_  
 (Please use and attach additional sheets of paper if more space is required.)

学生签名 \_\_\_\_\_ 日期 \_\_\_\_\_  
 Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**收集个人资料声明**

1. 此表格所收集的资料将用以处理有关的申请, 所提供的资料于无需保留时将全部销毁。
2. 本表格所收集的资料或会转交香港中文大学(深圳)其他行政或教学部门作考虑或批核用。
3. 如递交此表格后要查阅或改正个人资料, 请联络理工学院: (电话: (86)755-84273833 传真: (86)755- 84273693 电邮: pg\_sse@cuhk.edu.cn)。

**Personal Information Collection Statement**

1. The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. Information provided on this form may be transferred to other departments/ administrative units within CUHK(SZ) for consideration and granting approval, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact SSE Office: (Tel. No.: (86)755-84273833, Fax No.: (86)755-84273693, e-mail address: pg\_sse@cuhk.edu.cn).

<p><b>Student's Main Supervisor</b></p> <p>I *endorse / not endorse the student's application.</p> <p>_____</p> <p>Signature _____ Date _____</p>	<p><b>Approval by the Course Offering Unit</b></p> <p>I *endorse / not endorse the student's application.</p> <p>_____</p> <p>Signature of Programme Director/Coordinator _____ Date _____</p>
<p><b>Approval by the Chair of the Graduate Panel</b></p> <p>I *endorse / not endorse the student's application.</p> <p>_____</p> <p>Signature of the Chair of the Graduate Panel _____ Date _____</p>	<p><b>Approval by the Dean of Graduate School</b></p> <p>I *endorse / not endorse the student's application.</p> <p>_____</p> <p>Signature of the Dean of Graduate School _____ Date _____</p>

\* Please delete as appropriate