

Application for Something

Notes: Requests for something 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: _____
Commencement Date: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*
Study Period End Date: _____ Email: _____ Contact No: _____

Section B Details of Application

Sample

ZHANG San

May 7, 2020

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 something would only be considered if the student has made good progress in his/her studies and can produce a feasible study plan.

Sample

Supervisor/Chair, Qualifying Panel

John Smith

Signature

Date

Qualifying Panel Member

LA Si

Signature

Date

Please forward this form to Department Head.

Section D Comments by the Department Head (*Please delete as appropriate)

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

Sample

Signature

Signature of Department Head

Date

Please return this form to School of Graduate Studies for record.