

# 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

\_\_\_\_\_  
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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Qualifying Panel Member

\_\_\_\_\_  
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

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Signature of Department Head

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Date

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