



**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」）繳付學費差額。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當日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 the 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。[兼讀制（遙距學習）科目：2768 6601-2，研究生（面授）科目：2768 6606-7]  
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. [Part-time (distance learning) courses: 2768 6601-2; postgraduate (face-to-face) courses: 2768 6606-7]
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。[只適用於兼讀制（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 our Office for Advancement of Learning and Teaching. [Only applicable to applications for part-time (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.