

填寫本表格前，
請先參閱「重要事項」。
Please read the 'Important Notes'
before completing this Form.

更改修讀課程申請表

APPLICATION FOR CHANGE OF PROGRAMME OF STUDY

個人資料 STUDENT PERSONAL PARTICULARS		
姓名 (*先生/女士/博士) Name (*Mr/Ms/Dr): _____		
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)

更改修讀課程的申請詳情 DETAILS OF CHANGE OF PROGRAMME OF STUDY	
# 本人希望申請更改修讀課程，申請詳情如下： # I wish to apply for Change of Programme of Study, details as follows:	
現時修讀課程 Current Programme: _____	課程編號 Programme Code: _____ (例 Eg: MACLF)
擬轉修課程 Programme applied for change: _____	課程編號 Programme Code: _____ (例 Eg: MACLF)

更改修讀課程的申請原因 REASON(S) FOR CHANGE OF PROGRAMME OF STUDY (如有需要可另附紙張填寫) (Please attach separate sheet(s) if necessary):

聲明 DECLARATION	
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 in 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: _____

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

請留意載於後頁「重要事項」部份第二點 # Please note point 2 of "IMPORTANT NOTES" on the back page

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 administration 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. 申請會按個別情況考慮。申請是否獲接納由有關的學院酌情決定。除特別情況並獲得有關的學院准許外，修讀面授研究生課程的學生若申請成功獲批，更改課程將於下一學期生效，你應於下一學期開始修讀新課程。
Applications will be considered on a case by case basis, and shall be approved at the discretion of the Schools concerned. **For students studying in face-to-face postgraduate programmes, if your application is approved, the change of programme of study will take effect in in the following term and you should study your new programme in the following term, unless under special circumstances with Schools' approvals.**
3. 請把填妥的表格交回教務處入學及註冊組（兼讀制課程及研究生課程）。如報讀設有人學條件之課程須遞交「設有指定入學條件課程的人學申請附件」和有關文件的副本。
Submit the completed form to the Admissions & Enrolment Team (Part-time & Postgraduate) of the Registry. Students applying to the programmes with entry requirements, please provide the "Admissions Supplementary Form for Programmes with Specific Entry Requirements" together with the photocopies of the relevant supporting documents.
4. 如舊生報讀設有人學條件之課程須繳交報名費港幣\$300，以劃線支票或銀行本票支付，抬頭請寫「香港都會大學」。本校畢業生或LiPACE 高級文憑畢業生報讀設有人學條件之課程，可獲豁免繳交相關報名費用。
Continuing students applying to the programmes with entry requirements shall pay the application fee of HK\$300 by a crossed cheque or bank draft made payable to 'Hong Kong Metropolitan University'. Graduates of the University or LiPACE higher diploma will be given a waiver of the application fee when they apply to a programme with entry requirements.
5. 所繳費用不會退還。
The fee paid will NOT be refunded.
6. 你將於十個工作天內收到申請結果通知書。如你在十個工作天後還未收到本處的消息，請致電 2768 6606-7 與入學及註冊組（兼讀制課程及研究生課程）聯絡。
You should receive your application result within 10 working days. If you do not hear from us after 10 working days, please contact the Admissions & Enrolment Team (Part-time & Postgraduate) at 2768 6606-7.

Appendix 附錄**Admissions Supplementary Form for Programmes with Specific Entry Requirements****設有指定入學條件課程的入學申請附件**

Please fill in the relevant parts of this form according to your programme's entry requirements and attach supporting documents with this form.

請按課程指定的入學條件，填寫有關部分，並夾附證明文件，然後與本表格一併交回。

From: _____ (_____)
 Name of Applicant 申請人姓名 HKID No. 香港身份證號碼 / PRC Resident ID No.
 中華人民共和國居民身份證號碼 / Passport No.
 護照號碼 / Other ID no. 其他身份證明文件號碼

Daytime Contact Number: _____
 日間聯絡電話

Re: Application for registration on (programme title) _____
 申請報讀的課程名稱

I. ACADEMIC QUALIFICATIONS 學歷

List your academic qualifications as required by the programme you are applying for, including any current studies, in chronological order. Attach copies of your academic credentials (e.g. copies of award certificate and transcript of studies). Academic credentials that are not in English/Chinese should be accompanied by a certified translation in English. (Original documents will need to be presented for verification upon request by the University.)

請就你申請報讀的課程要求，順序列出學歷（包括現正修讀的課程），並夾附學歷證明（如證書副本和學業成績表副本）。倘遞交的證明文件不是英文／中文版本，請夾附已獲認證的英文翻譯版本。（本校或會要求你提交文件的正本，以資核對。）

Date of Attendance (mm/yyyy to mm/yyyy) 修讀日期（月／年至月／年）		Name of Institution and Country 學府名稱和國家	Qualification(s) Obtained 所獲學歷

II. OTHER PROFESSIONAL QUALIFICATIONS (in chronological order) **其他專業資格** (請順序列出)

Please attach copies of documentary evidence of your professional qualifications/memberships. (Original documents will need to be presented for verification upon request by the University.)

請夾附專業資格證明文件副本。(本校或會要求你提交文件的正本，以資核對。)

Qualification/Membership Obtained 所獲專業資格	Awarding Professional Body and Country (Full Name) 頒授專業機構和國家(全名)	Date of Award 頒發日期

III. AWARDS OR SCHOLARSHIPS AWARDED (in chronological order) **獎狀或獎學金** (請順序列出)

Awards or Scholarships 獎狀或獎學金	Date of Award 頒授日期

IV. WORK EXPERIENCE (in chronological order) **工作經驗** (請順序列出)

Please attach a full curriculum vitae (maximum of 5 pages) and copies of supporting documents of work experience. (Original documents will need to be presented for verification upon request by the University.)

請夾附個人履歷(不多於5頁)及工作證明文件副本。(本校或會要求你提交文件的正本，以資核對。)

Position Held 職位	Period of Employment (please specify no. of years) 任職期(請列明在職年數)	Name of Firm/Institute/Organization 工作機構
Total no. of years of relevant work experience 相關的工作經驗年數 _____ years 年 _____ months 月		

Signature: _____
簽名

Date: _____
日期