

更改導修組別申請表

APPLICATION FOR RE-ALLOCATION OF CLASS SECTION

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

個人資料 STUDENT PERSONAL PARTICULARS

姓名 (先生/女士*)

Name (Mr/Ms*): _____

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)

更改導修組別理由 REASONS FOR RE-ALLOCATION (請於適用的方格內填上✓號 Put a tick in the appropriate box(es).)

- 與另一項香港都會大學科目在時間上不協調。(時間上不協調即有兩堂導修課的日期及時間相同,或趕不及出席連續兩課導修課。)
Clash of time with another HKMU course. (i.e. two tutorial classes take place at the same time and on the same day or it is impossible to travel between tutorial classes.)

列出時間上不協調的科目編號:

List the course code of courses that have a clash of time _____

- 與工作任務時間上不協調。(需附僱主來函以作證明。未附證明文件的申請,概不受理。)
Clash of time with work commitment. (Letter from employer must be enclosed. Application without written proof will not be considered.)

- 語言問題,例如難以明白所屬組別的授課語言。(只適用於操英語的同學。)
Language problem, e.g. do not understand the language used in the enrolled class section. (Applicable to English-speaking students only.)

- 其他(注意:除上述原因外,大學在正常情況下不會接受學生更改導修組別之申請):
Other reasons (Note: Re-allocation normally will not be granted except for the above reasons):

更改導修組別的科目 COURSE TO RE-ALLOCATE

本人希望更改以下科目的導修組別:

I wish to be re-allocated to another class section for the following course:

學期 Term	科目編號 Course Code	由組別編號 From Class section	轉往組別編號 # To Class section	
			第一選擇 1 st choice	第二選擇 2 nd choice
20__ 春季 / 夏季 / 秋季* Spring / Summer / Autumn				

請先參閱科目的上課時間表 Please read the class schedule before completing this form.

更改導修組別不適用於只開辦一個導修組別的科目 Not applicable if there is only one class section for the course.

每張表格只能用作一科的申請,有需要請另填表格 One form for one course only. Please use a new form if necessary.

分配的結果視乎個別科目組別的餘額、申請的理由及有關學院批准與否 The result of allocation is subject to the available vacancies in the class section for individual course, the reason(s) of reallocation and School's approval.

科目詳情 COURSE DETAILS

本人現於香港都會大學已註冊之科目資料詳列如下：
Details of courses that I am currently enrolled in the HKMU are listed as follows:

學期 Term	科目編號 Course Code	組別編號 Class Section	導修課日子 (例如：星期一) Tutorial Day (e.g. Monday)	延期考試 / 重考學生 Deferred / Resit examination student
20__ 春季 / 夏季 / 秋季* Spring / Summer / Autumn				是 / 否* Yes / No*
20__ 春季 / 夏季 / 秋季* Spring / Summer / Autumn				是 / 否* Yes / No*
20__ 春季 / 夏季 / 秋季* Spring / Summer / Autumn				是 / 否* Yes / No*
20__ 春季 / 夏季 / 秋季* Spring / Summer / Autumn				是 / 否* Yes / No*
20__ 春季 / 夏季 / 秋季* Spring / Summer / Autumn				是 / 否* Yes / No*
20__ 春季 / 夏季 / 秋季* Spring / Summer / Autumn				是 / 否* Yes / No*

學生簽署

Signature of Student: _____

日期

Date: _____

重要事項 IMPORTANT NOTES

- 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，請聯絡課堂及導修組或保障資料主任。
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 Class Scheduling & Tutors Office or the Data Protection Officer.
- 申請日期一般由開課前兩星期開始至開課後兩星期止，為期四星期。逾期申請概不受理。
The application period lasts for 4 weeks which will normally start from two weeks before term commencement until the 2nd week of the term. Applications submitted after the deadline will not be processed.
- 學生如不能按編配的日子及時間出席大部份的導修課，才需填寫此表格；如果其中一、兩次導修課的日子或時間上不協調，請與學科主任聯絡，以便協助。
Fill in this form only if you cannot attend most of the tutorial classes at the time and/or dates of your enrolled class section. If there is a timetable clash for only one or two tutorial classes, you should contact your Course Coordinator for assistance.
- 未讀取所有選讀科目之上課時間表前，請勿填寫此表格。
Do not fill in this form until you have read all your class schedules.
- 請把填妥的表格傳真至 8148 3377 或交回九龍何文田香港都會大學教務處課堂及導修組。
Fax it to 8148 3377 or submit the completed form to the Class Scheduling & Tutors Team of the Registry, Hong Kong Metropolitan University, Ho Man Tin, Kowloon.
- 在一般情況下，處理申請需時約 10 個工作天內。如你的申請獲批准，本組會傳送電郵至你在本校的電郵賬戶；否則你會收到郵件，通知你申請不獲批准。
Under the normal circumstances, it will take within 10 working days to process your application. An email will be sent to your University email account if your application has been approved, otherwise a letter will be sent to you about the disapproval.
- 如有查詢，請於辦公時間內致電 2768 6677 與課堂及導修組聯絡。
For any enquiries, please contact the Class Scheduling & Tutors Team at 2768 6677 during office hours.