

Application for Continuation of Study outside Hong Kong in a Part-time Mode (SGS17)

Notes:

1. Students who wish to apply for continuation of study outside Hong Kong in a part-time mode should submit their applications at least two months in advance via their supervisors. Please note that only applications with valid reasons will be considered.
2. The required residence period for research degree studies is equivalent to half of the relevant (normal) period of study. Students who have not fulfilled the said requirement are not eligible to apply for continuation of study outside Hong Kong.
3. If the application is approved, the student's study mode will be changed to part-time, if applicable. Those who wish to study full-time upon their return to study in Hong Kong should: (a) submit a request upon their return for a change of study mode (via SGS02 Form), and (b) (for non-local students only) ensure that they have a valid student visa for their full-time study.
4. Students, who change their study mode from full-time to part-time within the University's normal study period, will be switched to self-financing mode of study. They are required to pay self-financing tuition fee and are not eligible to apply for financial assistance supported by the government fund.

Section A Personal Particulars (**please delete as appropriate*)

Name: _____ Student No.: _____ Department/School: _____
Commencement Date: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*
Contact Phone No.: _____ Email: _____

Are you a Hong Kong PhD Fellowship recipient? No Yes

Section B Details of the Application (To be completed by the Student)

1. Proposed period of study outside Hong Kong: from / / to / /
(dd/mm/yyyy) (dd/mm/yyyy)

2. Please state in detail your reasons for applying for continuation of study outside Hong Kong:

3. Please give a detailed study plan for the proposed period that you will stay overseas, which should include, among other things, the following: (a) expected progress in research and thesis writing, and (b) expected submission date of the thesis for examination. Please use separate sheets, if necessary.

4. Please state the coursework you (will) have completed before your departure from Hong Kong.

Title of Course (credit units earned)

5. Overseas Contact Information:

Contact Phone No.: _____ Email: _____ Fax No.: _____

Correspondence Address: _____

Section C Undertaking

I understand that:

1. I have to pay tuition/continuation fees and other relevant fees during the period that I continue my study overseas.
2. I have to submit annual reports on my study progress to the Chow Yei Ching School of Graduate Studies.
3. I have to fulfill the coursework requirement by the end of my study. If I do not comply with this requirement, I will not be allowed to undertake the oral examination.
4. During the period that I continue my study overseas, I will be a registered part-time student of CityU, and should still abide by the regulations and guidelines stipulated by the University.
5. I am not allowed to register simultaneously in another programme of study in the University or in any other institution without the prior permission of the Chow Yei Ching School of Graduate Studies.

Student's Signature

Date

Section D Recommendation of the Supervisor (*please delete as appropriate)

I recommend/do not recommend*the student's application for continuation of study outside Hong Kong in part-time mode.

If you recommend the student's application, please complete the following:

1. Comments on the student's study plan

2. Proposed frequency and mode of contact with the student during his/her absence from Hong Kong

3. Proposed means to monitor the student's study progress

Other Remarks: _____

Supervisor's Signature

Date

Section E Endorsement by the Department Head/SGSC Chair (*please delete as appropriate)

Applications resulting in a cumulative period of study outside HK not exceeding half of the stipulated (normal) study period can be approved by the Department. CGSC Chair/School Dean's approval is required for full-time student changing to part-time mode.

I understand that the student has previously been approved a total of _____ months of study outside HK (please refer to RDSS for information) and the cumulative period of study outside HK, including the proposed period in this application, **will/will not*** exceed 50% of the stipulated (normal) study period.

I **approve/do not approve*** the supervisor's recommendation.

Comments: _____

Please contact: _____ (Ext. no) _____ in case further information is needed.

Signature of Department Head/SGSC Chair

Date

Please forward the form to the CGSC Chair/School Dean for endorsement or to SGS for record.

Section F Decision of the CGSC Chair/School Dean (* please delete as appropriate)

For any queries or additional information, please contact the departmental/school contact person provided above. Change of study mode is required to be approved by CGSC Chair/School Dean.

I **approve/do not approve*** the student's change of study mode from full-time to part-time.

Remarks: _____

Signature of CGSC Chair/School Dean

Date

Please return this form to SGS for record.

Remarks: Previous approval for changes of study mode, if any: _____

Change mode of study to Part-time with reason as "Others" if applicable.

Revised (maximum) study period end date if changed mode of study: _____

The student is currently receiving/will receive a research tuition scholarship: yes no

Follow-up on approval for paid employment, if any: yes NA

Form HKPFS03 completed, (at least six weeks before the proposed change effective date) yes NA

Update IM hold in Banner to 1 year after the end of candidature and reason as "Study outside HK": yes NA

Checked by: _____ Date: _____