

THE UNIVERSITY OF HONG KONG

Application Form for Courses(s) Amendment on or after academic year 2010-2011

To: Ms. Jenny Lo – Academic Support and Examinations Section

School of Public Health

From: _____ Date: _____

Instructions: (1) This form is to be used by Faculty/School Office to request changes of course enrolment that is unable to be handled by the office's on-line course processing system. Normal cases will not be entertained.

(2) Omissions or unclear completion of Section A or B will be returned to Faculty/School Office for clarification without processing.

University No: _____ Name: _____

Term (e.g. 4101, 4102): _____ Curriculum: _____

(A) NEW COURSE(S) To BE **ADDED**

Course Code: (Subject Area + Catalogue Number) e.g. CHEM1001, CHEM1001FY	Class Number:	Class Section: e.g.(1A, 2B)	No. of Credit / Unit:	Grading Basis: e.g. @GRD, *GR1, #NGP
	()		0	GRD
	()		0	GRD
	()		0	GRD
	()		0	GRD
	()		0	GRD
	()		0	GRD

(B) COURSE(S) TO BE **DROPPED**

Course Code: (Subject Area + Catalogue Number) e.g. CHEM1001, CHEM1001FY	Class Number:	Class Section: e.g.(1A, 2B)	No. of Credit / Unit:	Grading Basis: e.g. @GRD, *GR1, #NGP
	()		0	GRD
	()		0	GRD
	()		0	GRD
	()		0	GRD
	()		0	GRD
	()		0	GRD

Note: The grade point value of A+ grade will be changed from 4.0 to 4.3 for students admitted in 2010 academic year and after.

@GRD: For all enrollment records in the given term without grade, if the grading basis is GRD and primary programme belongs to reform (i.e. using GPAs) and admit term in acad_prog is before 4101, change it to GR1.

*GR1: If the grading basis is GR1 and primary programme belongs to reform and admit term in acad_prog is 4101 or after, change it to GRD. If grading basis is not NGP and primary programme belongs to non-reform (i.e. using letter grades), change it to NGP.

#NGP: If grading basis is not NGP but grading basis in course catalog is NGP in the given term, change it to NGP.

Completed by: _____ Signature: _____

(for Faculty Secretary)

THE UNIVERSITY OF HONG KONG

Application Form for Courses(s) Amendment on or before academic year 2009-2010

To: Ms. Jenny Lo – Academic Support and Examinations Section

From: _____ Date: _____

Instructions: (1) This form is to be used by Faculty/School Office to request changes of course enrolment that is unable to be handled by the office's on-line course processing system. Normal cases will not be entertained.

(2) Omissions or unclear completion of Section A or B will be returned to Faculty/School Office for clarification without processing.

University No: _____ Name: _____

Term (e.g. 4091, 4092): _____ Curriculum: _____

Course Year: _____

(A) NEW COURSE(S) To BE **ADDED**

Course Code: (Subject Area + Catalogue Number) e.g. CHEM1001, CHEM1001FY	Class Number:	Class Section: e.g.(1A, 2B)	No. of Credit / Unit:	Grading Basis: e.g. *GR1, #NGP,
	()		0	NGP
	()		0	NGP
	()		0	NGP
	()		0	NGP
	()		0	NGP
	()		0	NGP

(C) COURSE(S) TO BE **DROPPED**

Course Code: (Subject Area + Catalogue Number) e.g. CHEM1001, CHEM1001FY	Class Number:	Class Section: e.g.(1A, 2B)	No. of Credit / Unit:	Grading Basis: e.g. *GR1, #NGP
	()		0	NGP
	()		0	NGP
	()		0	NGP
	()		0	NGP
	()		0	NGP
	()		0	NGP

Note: The grade point value of A+ grade will be changed from 4.0 to 4.3 for students admitted in 2010 academic year and after.

*GR1: For all enrollment records in the given term without grade, if the grading basis is GRD and primary programme belongs to reform (i.e. using GPAs), change them to GR1.

#NGP: If grading basis is not NGP and primary programme belongs to non-reform (i.e. using letter grades), change them to NGP. If grading basis is not NGP but grading basis in course catalog is NGP in the given term, change it to NGP.

Completed by: _____ Signature: _____

(for Faculty Secretary)

