

**Key Dates for Processing Major-Minor Options
for Students of 2019-20 Intake Cohort enrolling on the 4-year Full-time Undergraduate Degree Programmes**

Ref.	Action Item	Action Period		Action Party	Remark
		1 st round	2 nd round		
1.	Students to submit applications for Minor study to the Major Programme Offering Department concerned.	13 – 22 Oct 2020	17 – 20 Nov 2020	Student	Students to submit Form AR147 together with hardcopies/scanned copies of their cumulative subject results and subject registration records to the Major Programme Offering Department. Documents on fulfilling the additional admission requirements of the Minor Programme, if applicable, should also be attached.
2.	<p>The Major Programme Offering Department concerned to take the following actions:</p> <p><u>For cases with a Cumulative GPA of 2.5 or above</u></p> <p>i) Create an application record via “Add” option of the function 202 STUDY > Student Record Enquiry and Maintenance > Change PS (Workflow) > Opt Minor (4-year) for further “approve/reject” decision by the Minor Programme Offering Department concerned. The application status is set as “Submitted”.</p> <p>ii) Indicate support or otherwise on the Application Form AR147.</p> <p>iii) Pass a copy of the Application Form AR147 together with student’s supporting documents to the Minor Programme Offering Department concerned under confidential cover.</p>	13 – 27 Oct 2020	17 – 24 Nov 2020	Major Prog Offering Dept	An auto email notification on creation/withdrawal of the application will be sent to the student and the Minor Programme Offering Department concerned.

Ref.	Action Item	Action Period		Action Party	Remark
		1 st round	2 nd round		
	<p><u>For withdrawal of application upon request by the student concerned or for cases of students with a Cumulative GPA below 2.5</u></p> <p>Create an application record via the function 202 STUDY > Student Record Enquiry and Maintenance > Change PS (Workflow) > Opt Minor (4-year) and update the application status as “Voided”.</p>				
3.	<p>The Minor Programme Offering Department concerned to take the following actions:</p> <p>i) Consider applications (including ascertaining whether the additional admission requirements, if any, have been met).</p> <p>ii) Update the application status as “approved/rejected” as appropriate for the application via the function 202 STUDY > Student Record Enquiry and Maintenance > Change PS (Workflow) > Opt Minor (4-year).</p> <p>iii) Prepare a waiting list for the eligible students who cannot be approved with a Minor due to quota limitation, if applicable. The status of these applications will remain as “Submitted”.</p>	28 Oct – 4 Nov 2020	25 Nov – 2 Dec 2020	Minor Prog Offering Dept	An auto email notification will be sent to the students informing them of the application result and copied to both the Major and Minor Programme Offering Departments for record.
4.	The Minor Programme Offering Department to seek additional quota(s) by completing Proforma Reply to Ms June Cheung [AR] at june.cheung@polyu.edu.hk by 4 November 2020.	By 4 Nov 2020	N/A	Minor Prog Offering Dept	
5.	DP’s approval for the additional quota(s) based on the application statistics. Departments will be informed of the result by 12 November 2020.	5 – 12 Nov 2020	N/A	AR/DP	

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		1 st round	2 nd round		
6.	The Minor Programme Offering Department concerned to update the application status as “approved/rejected” as appropriate for the applications on the waiting list according to the approved additional quota(s) via the function 202 STUDY > Student Record Enquiry and Maintenance > Change PS (Workflow) > Opt Minor (4-year).	13 – 16 Nov 2020	N/A	Minor Prog Offering Dept	An auto email notification will be sent to the students informing them of the application result and copied to both the Major and Minor Programme Offering Departments for record.
7.	If places are still available for your Minor Programme after the 1 st round application and you would like to consider 2 nd round application, please inform us by completing Proforma Reply to Ms June Cheung [AR] at june.cheung@polyu.edu.hk by 4 November 2020 so that our office can arrange to announce the list of Minor Programmes with study places available under “The Schedule” at eStudent accordingly.	N/A	By 4 Nov 2020	Minor Prog Offering Dept/AR	
8.	The Minor Programme Offering Department to approve Minor students’ applications on the counting of subjects completed in their Major Programmes (including GUR subjects but excluding 'Free Elective' subjects, if any) towards their chosen Minor, particularly for compulsory Minor subjects, for fulfilling the graduation requirements.	17 Nov 2020 – 7 Jan 2021		Minor Prog Offering Dept	Students can make use of Application Form AR147(a)
9.	Mock subject registration for Sem 2, 2020-21.	23 – 29 Dec 2020		Students	
10.	Subject registration for Sem 2, 2020-21.	8 – 11 Jan 2021		Students	

23 September 2020