THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

APPLICATION FOR MINOR STUDY

(for students of UGC-funded full-time 4-year curriculum undergraduate degree programmes,
except for students admitted to the advanced stage of a programme on senior year status and
students admitted to an articulation programme)

(Not applicable to Research programmes and PolyU award programmes administered by SPEED)

Please read the section 'NOTES TO STUDENTS' below before completing this form. Please submit this form to your Major Programme Offering Department.

I. PARTICULARS OF STUDENT

Name _____   Student No. ☐☐☐☐☐☐☐☐

Faculty/School/Department _____   Programme Title _____   Programme Code ☐☐☐☐☐ – Stream ☐☐☐

Day-time Contact Number _____

II. Minor Programme Applied

☐ After reading the information about the Major/Minor Study on the website, I wish to apply for taking the following Minor Programme starting from Semester two of

20 25 / 26   academic year (via my Major Programme Offering Department).

Minor in Applied Mathematics _____   Programme Code **6 3 4 2 1** – Stream **Y A M**
                Minor Programme Title

☐ I confirm that my GPA meets the minimum requirement of 2.5. My cumulative subject results and subject registration records are attached for Minor Programme Offering Department's consideration.

☐ I confirm that I also meet the additional admission requirements required by the Minor Programme. Supporting document(s) is/are attached.

Signature of Student_____   Date of submission _____

Jan 2025

III. Action taken by the Major Programme Offering Department

(i) ☐ Application record created for consideration by Minor Programme Offering Department

on _____ by _____

☐ For cases with GPA below 2.5 or cases that student concerned has withdrawn the application (delete as appropriate).

Application record created and updated "void" on _____ by _____

(ii) ☐ Our Department confirms that the student is eligible for applying for Minor study (for advanced standing students only).

(iii) ☐ Our Department supports the student's application.

Remarks _____

☐ Our Department does not support the application

Remarks for not supporting: _____

(iv) ☐ A copy of the student's application form and supporting documents has been sent under confidential

cover to the Minor Programme Offering Department on _____   by

_____

IV. Action taken by Minor Programme Offering Department

	Programme Code	Stream	

☐ Application is approved for programme ⬜⬜⬜⬜⬜ – Y ⬜⬜ by_____

Approval updated to student's record on _____ by _____

☐ Application is rejected by _____

Student's record updated on _____ by _____

NOTES TO STUDENTS

1. This form is only applicable to students of **UGC-funded full-time 4-year curriculum undergraduate degree programmes** in their second year of study.

2. To be eligible for enrolment in a Minor, a student must have a cumulative GPA of 2.5 or above at the time of application for Minor enrolment. There is a quota for each Minor programme and there may be additional admission requirements apart from the above GPA requirement. Please also check the programme requirement document issued by your Programme Offering Faculty/School/Department (i.e. Major Department) if your Major is designed to preclude the possibility of a further Minor study. If necessary, please consult the Academic Advisor of your Major Department concerned before submitting the application.

3. Students admitted to the advanced stage of a programme on senior year status and students admitted to an articulation degree programme would not be given the option to study for a Minor. For students who are admitted on the basis of advanced standing status, the programme offering Faculty/School/Department will decide whether they will be given the option to study a Minor at the time of admission, based on individual merit.

4. Students who have enrolled on a Minor are expected to complete their approved Minor as part of their graduation requirements. Students who wish to withdraw from a Minor need to seek approval from the Minor-offering Department, prior to the end of the add/drop period of the last Semester of study, i.e. the semester that you graduate. Late application will NOT be entertained and your graduation might be delayed.

5. Students may be allowed to count up to six credits from their Major (excluding "Free Elective" subjects, if any)/GUR (including LCR subjects, etc) towards their chosen Minor. If the Major subjects taken are the same as the Minor compulsory subjects, you must apply to count these subjects towards the compulsory Minor subject requirements in order to graduate. You are required to submit the Form AR147(a) (www.polyu.edu.hk/ar/students-in-taught-programmes/application-forms/) to and obtain approval from the Minor Offering Department, as soon as possible and no later than your applying for graduation.

6. As this is an important decision, you are strongly advised to visit the website on Major/Minor Study (www.polyu.edu.hk/ar/students-in-taught-programmes/registration-information/major-minor-study/) and study carefully the requirements and arrangements.

7. PolyU reserves the right to request for the original copy of the documentary proof, where necessary. Applications without valid documentary proof will not be processed. The University reserves the right to verify the supporting documents submitted by students. If it is found that false document has been provided, the students concerned may be subject to disciplinary action(s).

8. The information given in this form will only be used for processing this application.