APPLICATION FOR CONCURRENT ENROLMENT

(Not applicable to PolyU award programmes administered by SPEED and

Research programmes with intake cohorts before 2018/19 academic year)

Taught postgraduate and undergraduate students / applicants are not allowed to enrol concurrently on two full-time programmes whether or not one of the programmes is offered by another institution. For enrolling on a full-time programme and a part-time programme, or on more than one part-time programme leading to any formal award, including those offered by another institution, you are required to obtain approval from the PolyU Head(s) of Department concerned prior to enrolment. Failure to obtain written approval will result in discontinuation of study at PolyU and the tuition fees paid for the programme(s) will not be refunded.

Research students / applicants are not allowed to register simultaneously for another programme of study that leads to an award while registered as a candidate for a research postgraduate degree at PolyU. Research students / applicants are required to obtain prior exceptional written approval from the Graduate School Board, via their Chief Supervisor and the Departmental/School Research Committee, for concurrent registration. Failure to obtain approval may lead to disciplinary action including discontinuation of study at PolyU.

Please also read the notes overleaf before completing this form.

**I. PARTICULARS OF STUDENT / APPLICANT**

Name : HKID/Passport No./Mainland ID No.

Day-time Contact Number :

Name of Partner Institution : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (applicable to research students / applicants on joint PhD programmes leading to dual awards)

**II. PROGRAMMES FOR WHICH APPROVAL FOR CONCURRENT ENROLMENT IS BEING SOUGHT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (1) | Institution | The Hong Kong Polytechnic University | Faculty / Department |  |
|  | Programme Title |  | Mode of Attendance^ |  |
|  | Programme Level*\** | PhD / MPhil / Master’s Degree / Bachelor’s Degree / Higher Diploma | | |
|  | Programme Code |  | Stream (if any) |  |
|  | Student / Application No.# |  | Planned duration of study (academic year) | From \_\_\_\_-\_\_\_\_ to \_\_\_\_-\_\_\_  (e.g. 2022-23 to 2023-24) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (2) | Institution |  | Faculty / Department |  |
|  | Programme Title |  | Mode of Attendance^ |  |
|  | Programme Level*\** | PhD / MPhil / Master’s Degree / Bachelor’s Degree / Higher Diploma | | |
|  | Programme Code |  | Stream (if any) |  |
|  | Student / Application No.# |  | Planned duration of study (academic year) | From \_\_\_\_-\_\_\_\_ to \_\_\_\_-\_\_\_  (e.g. 2022-23 to 2023-24) |

*\** Programme Level: PhD = Doctor of Philosophy / MPhil = Master of Philosophy

^ Mode of Attendance: FT = full-time / PT = part-time / DL = distance learning / MIX = mixed mode / OL = on-line

# Student / Application No.: The application no. must be quoted from the application data checklist.

**III. REASON(S) FOR CONCURRENT ENROLMENT** (please use additional sheet if the space below is insufficient)

Signature of Student/Applicant Date

(June 2022)

**FOR OFFICE USE**

**IV. ACADEMIC REGISTRY**

Application is sent to Department for decision by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Name Date

**V. DECISION OF FACULTY / DEPARTMENT**

**concurrent enrolment on TAUGHT POSTGRADUATE AND UNDERGRADUATE PROGRAMME(s)**

**(Application for concurrent enrolment on both research programmes can ignore this section)**

|  |
| --- |
| To be completed by the Programme Offering Department/School:-  Application is \***approved / rejected**.  Name Faculty / Department    Signature Date  Head / Departmental Enrolment Liaison Officer  Notes:   1. If departments wish to support cases which are not allowed by the University regulations, they should submit the cases to relevant committees for special approval. 2. After giving decision, please pass the completed form to AR for informing the student/applicant of the application result. |

**concurrent enrolment on research programme(s)**

|  |
| --- |
| 1. To be completed by the Programme Offering Department/School:-   Application is \***recommended / not recommended**.  Name Department / School  Chief Supervisor  Signature Date  Chief Supervisor  Name Department / School  #DRC/FRC/SB Chair  Signature Date  #DRC/FRC/SB Chair  *#If the DRC Chair is one of the supervisors, this section shall be completed by FRC/SB Chair.*  Notes:   1. Application recommended by DRC/FRC/SB Chair shall be returned to Graduate School Board (GSB) via Academic Registry (AR) for approval. 2. Application not recommended by DRC/FRC/SB Chair shall be returned to AR. AR will inform the student/applicant of the application result. 3. To be completed by Academic Registry:-   The signed application is received from Department/School on (Date).   1. To be completed by Graduate School Board (GSB):-   Application is \***approved / rejected**.  Name  GSB Chair or his/her delegate  Signature Date  GSB Chair or his/her delegate  Note:   1. Upon the decision made by the GSB Chair or his/her delegate, please pass the completed form to AR for informing the student/applicant of the application result. |

*\* Please delete as appropriate*

**NOTES TO STUDENTS / APPLICANTS**

1. You must complete Sections I, II and III of the form and return it to the Academic Registry **before** **registration on the programme(s) concerned.** Please note that this form is not applicable to PolyU award programmes administered by SPEED and Research programmes with intake cohorts before 2018/19 academic year. Please visit the website of SPEED ([www.speed-polyu.edu.hk/](http://www.speed-polyu.edu.hk/)) or Graduate School ([www.polyu.edu.hk/gs/](http://www.polyu.edu.hk/gs/)) for respective application procedures.
2. Students / applicants who have been granted approval for concurrent enrolment should note that the University is not responsible for making special timetable arrangement in case of clashes in timetables including examination timetables.
3. Please note that the information given in the form will only be used for processing this application.
4. For taught postgraduate and undergraduate students / applicants:
   1. Students / applicants are not allowed to enrol concurrently on two full-time programmes whether or not one of the programmes is offered by another institution. For enrolling on a full-time programme and a part-time programme, or on more than one part-time programme leading to any formal award, including those offered by another institution, you are required to obtain approval from the PolyU Head(s) of Department concerned prior to enrolment. Failure to obtain written approval will result in discontinuation of study at PolyU and the tuition fees paid for the programme(s) will not be refunded.
   2. You will normally be advised of your application result in writing within 2 weeks.
5. For research students / applicants:
   1. Research students / applicants are not allowed to register simultaneously for another programme of study that leads to an award while registered as a candidate for a research postgraduate degree at PolyU. Research students / applicants are required to obtain prior exceptional written approval from the Graduate School Board, via their Chief Supervisor and the Departmental/School Research Committee, for concurrent registration. Failure to obtain approval may lead to disciplinary action including discontinuation of study at PolyU.
   2. You will normally be advised of the result of your application in writing within 6 weeks.