

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.

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)

(a) 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.

(b) To be completed by Academic Registry:-

The signed application is received from Department/School on _____ (Date).

(c) 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.

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/) or Graduate School (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:
 - a. 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.
 - b. You will normally be advised of your application result in writing within 2 weeks.
5. For research students / applicants:
 - a. 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.
 - b. You will normally be advised of the result of your application in writing within 6 weeks.