Application for Reinstatement of Registration
(Research Degree Programmes)

Notes
1. Application for reinstatement of registration should normally be submitted within 2 weeks of the date of the letter informing the student that his/her study ceases. The application will only be considered under exceptional circumstances. The completed form should be submitted to his/her Chair of Departmental Research Committee (DRC) for decision.
2. If, however, the application is submitted beyond the 2-week period, the DRC Chair, after endorsing the application, must provide strong justifications for the consideration of the Chair of the Research Committee.
3. The applicant will be notified by the Research Office (RO) by email if the application is unsuccessful.
4. For approved cases, the RO will normally notify the applicant by telephone. A reinstatement fee of HK$400 will be charged on top of the outstanding fees, which will have to be settled within three working days of the notification of the approval. A new debit note for the outstanding fee(s) will be issued and distributed to the applicant.
5. Please note that the information given in the form will only be used for processing this application.

I. PARTICULARS OF STUDENT

Name ____________________________ Student No. ____________________________
Mode: ☐ Full-time ☐ Part-time Degree: ☐ PhD ☐ MPhil (Please ✓ as appropriate)
Department/School ______________________
Day-time Contact Tel. No. ______________________

II. REASON FOR APPLYING FOR REINSTATEMENT OF REGISTRATION

(Please ✓ as appropriate)
☐ Had not settled tuition/continuation fee by deadline
☐ Had not settled tuition/continuation fee after the deferred payment date
☐ Fee paid by cheque / PPS was rejected by the Bank

Signature of Student: ____________________________ Date: ____________________________

III. DECISION OF DEPARTMENT/SCHOOL

a) For completion by the Chief Supervisor

Application is ☐ supported ☐ rejected. (Please ✓ as appropriate)

Signature of Chief Supervisor: ____________________________ Date: ____________________________

b) For completion by the #DRC Chair

Application is ☐ supported ☐ rejected. (Please ✓ as appropriate)

Strong justifications (Must be provided if the application is submitted beyond the 2-week period. See Note 2 above):

__________________________________________________________

__________________________________________________________

Signature of *DRC/FRC/SB Chair: ____________________________ Date: ____________________________

(*Please delete as appropriate.)
(# If the DRC Chair is one of the supervisors, Section IIIb should be completed by the FRC/School Board Chair.)

- Please return the form to the Research Office -
IV. DECISION OF CHAIR OF RESEARCH COMMITTEE

Application is □ approved   □ rejected.   (Please ✓ as appropriate)

Signature of Chair of Research Committee: ___________________________ Date: _____________

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V. For RO’s Use

☐ Email sent to Student, HoD/DoS, *DRC Chair and Supervisor(s)
☐ RIS record updated

(* Replace with the FRC/School Board Chair as appropriate.)

Done by: ___________________________ Date: ___________________________

FormRC28
Aug 2015