Application for Withdrawal from Subjects
(Research Degree Programmes)

Please read the Notes to Students before completing this form.

I. Particulars of Student

Name: ____________________________  Department/School: ____________________________  Student No. ________ R

Degree:  ☐ PhD  ☐ MPhil
Mode:  ☐ Full-time  ☐ Part-time  (Please ✓ as appropriate)

II. Application for Withdrawal from Subjects offered by PolyU

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Title</th>
<th>No. of Credit(s)</th>
<th>Application Result (For the Chief Supervisor Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Please check the boxes below.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Approved  Rejected</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Comment (if any)</td>
</tr>
</tbody>
</table>

Signature of Student ____________________________  Date ____________________________

Signature of Chief Supervisor ____________________________  Date ____________________________

III. Action Taken by the Research Office (RO)

☐ For an approved case:
   Subject’s withdrawal status in the student record system updated by _______________________ on ____________________.
   Email of approval with e-debit note sent to student by RIS on ____________________.

☐ For a rejected case:
   Letter of rejection sent to student by _______________________ on ____________________.
Notes to Students

1. A handling fee of HK$105 per subject will be charged for approved cases.

2. The completed form should be submitted to the Chief Supervisor prior to the start of the examination period. Applications submitted in other periods will not be considered.

3. The Chief Supervisor should approve or reject the application.

4. The student will receive notification of the results of his/her application from the Research Office normally within 10 days of the date of submission. In approved cases, the student will receive a debit note to settle the handling fee. If he/she fails to settle the fees by the deadline for payment, the approval of this application will be declared null and void.

5. Please note that the information given in this form will only be used to process this application.

FormRC36