



THE HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY
Academic Records and Registration, Academic Registry
Application for Extension of Length of Study
(for Undergraduate Students)

Notes

- 1. Undergraduate students should obtain special permission from the dean of the school if they wish to extend the program of study beyond the sixth term, or the eighth term in the case of four-year programs.
2. Students permitted to study beyond the normal duration of study will register as a full-time student, be subject to all University regulations, and be entitled to all normal student services.
3. Approved Leave from Study of a complete regular term will not count towards the time limit on program completion.

Application Procedures

- 1. Undergraduate students who wish to apply for extension of length of study should complete Sections I and II below, and submit the form to the major department.
2. Students will be notified of the result of the application by ARR.

I. Student Particulars

Student Name : Student No. : [grid]

Program of Study : Year of Study : [ ]

Contact Phone No. : \_\_\_\_\_

II. Application Details

First term in the University : Term, 20\_\_ - 20\_\_

\*Sixth/eighth term in the University : Term, 20\_\_ - 20\_\_
(please delete as appropriate)

Previous extension of length of study granted : [ ] YES (number of term(s) granted: \_\_\_ ) [ ] NO

Period of extension requested

Number of term(s) : [ ]

Program will be completed by Term, 20\_\_ - 20\_\_

Reasons in support of application : \_\_\_\_\_

Signature of Student

Date

Personal Information Collection Statement

- i) The personal data provided in this form will be used for checking of records and processing this application only.
ii) The personal data collected may be provided to major departments/ schools, or relevant administrative offices for the above mentioned purposes.
iii) For access or correction of the personal data after submission of this form, please contact the Academic Registrar.

