THE HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY
Academic Records and Registration, Academic Registry
Declaration/ Withdrawal of Undergraduate Minor Program

Notes

1. A minor program is a set of requirements that related to an area or scope of study outside the general framework of a student’s degree program. Students who wish to declare undergraduate minor program should obtain approval from both the major department and the minor program department/school. Successful completion of undergraduate minor program will be recorded on the academic transcript.

2. In general, to have the completion of minor program recorded on the academic transcript, students must declared in the minor program no later than the last day of add/drop period in the first regular term of the final year of study. The requirements and limitations of declaration of minor may vary in different programs, students should consult the minor program office, and observe the regulations and limitations imposed by the minor program office.

Application Procedures

1. Undergraduate students who wish to declare or withdraw from a minor program should complete Sections I and II below, obtain approval from the major department for Section III, and the minor program department/school for Section IV. Completion of Section III is NOT required if students withdraw from the minor program.

2. Students will be notified of the result of the application by ARR.

I. Student Particulars

Student Name : [In English] Student No. :

Program of Study : Year of Study :

Contact Phone No. : E-mail Address :

II. Application Details

Please tick the appropriate box to indicate the nature of application in minor program. Upon appropriate approval, it will take effect in the term according to the enrollment schedule announced by the minor program offering departments/schools and ARR.

☐ DECLARE minor program

☐ WITHDRAW

________________________________________
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. It is obligatory for you to supply the required data on this form. Your application may be delayed or may not be considered if the data submitted are incomplete.

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 (email: progreg@ust.hk, Office address: Academic Records and Registration, Academic Registry, Room 1381, Academic Building, HKUST). For the University’s Privacy Policy, please refer to http://www.ust.hk/privacy-policy.
III. **Decision of Major Department**

The application is  ☐ approved  ☐ not approved

______________________________  ___________________________  ________________
Signature of UG Coordinator /  Name  Date
Program Director

IV. **Decision of Minor Program Department/Division/School**

The application is  ☐ approved  ☐ not approved

______________________________  ___________________________  ________________
Signature of Minor Program Coordinator  Name  Date
Dept/Div/Sch of (  )

V. **Academic Records and Registration Use Only**

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Remarks :

RR-37 (12/2017)