



Application for Course Substitution / Deviation from Curriculum (For Postgraduate Studies)

Notes to Students

1. This form is for students who wish to apply for course substitution or deviation from curriculum. Relevant regulations can be found in <http://acadreg.ust.hk/pgreg.html#6>. In case of deviations from School/departmental/program requirements, approval must be obtained from the Dean or the Dean's designee. Deviations from University requirements must be approved by the HKUST Fok Ying Tung Graduate School.
2. Students should refer to the **curriculum document of their cohort of admission** (available in program catalog: <https://prog-crs.ust.hk/pgprog>) and bring the completed application form to the corresponding academic unit for advice and approval. Application should only be submitted **at the term when the replacement course is enrolled**.
3. The processing time is normally two weeks. Students will be informed of the result by email.

Section I Personal Particulars

HKUST Student ID:

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 Name (in English with surname first): _____

School #: SSCI SENG SBM SHSS IPO Program of Study: _____ Year of Admission: _____

Section II Application Details

	Original Required Course / Requirement (as stated in the curriculum document)	Replacement Course (for exemption, please write 'EXEMPTED')	Justification (the reason why the original course cannot be taken or the degree requirement cannot be satisfied, and suitability of the replacement)
1			
2			
3			
4			
5			
6			

Section III Student Declaration

I have consulted my major department / program office about my application.

Signature

Date

Section IV Approval by Relevant Academic Unit

The deviation from curriculum above is approved not approved #.

Signature

Name (PG Coordinator)

Date

Signature

Name (Program Director/Dept Head #)

Date

Signature

Name (Dean)

Date

Section V For Academic Registry Use Only

Processed by _____ on _____

Verified by _____ on _____

Personal Information Collection Statement

- i) The personal data provided in this application 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: arprog@ust.hk, Office address: Academic Registry, Room 1381, Academic Building, HKUST). For the University's Privacy Policy, please refer to <http://www.ust.hk/privacy-policy>.

Please select the appropriate item