The Hong Kong University of Science and Technology
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. However, student housing will not be available.

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 the Academic Registry.

I. Student Particulars

Student Name : _____   Student No. : ☐☐☐☐☐☐☐☐
(In English)

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

III. Recommendation of Major Department

The application is ☐ recommended ☐ not recommended

Number of term(s) : ☐

Period of extension granted: _____ Term, 20____ - 20____ to _____ Term, 20____ - 20____

> *Please pass the Form to the Dean's office for approval if the application is recommended.*

_____   _____   _____
Signature of UG Coordinator /   Name   Date
Program Director

IV. Decision of Dean's Office

The application is ☐ approved ☐ not approved

_____   _____   _____
Signature of Dean / Dean's Designate   Name   Date

V. Academic Registry Use Only

Length of study to be extended to _____ Term, 20____ - 20____

Total terms : (   ) + (   ) = (   )

Result Received On	Student Notified		Computer Record Updated	
	by	on	by	on
Remarks :				