

Application for Reduced Study Load (SGS56) (for Full-time Professional Doctorate Students Only)

Notes:

1. According to the Academic Regulations of the University, full-time students must register for courses totalling at least 12 credit units per semester. Those who wish to register for courses with less than a total of 12 credit units per semester must apply to their department/school for special permission.
2. Applications must be made before the end of the course add/drop period of the relevant semester for which a reduced study load is sought.

Section A Student's Particulars

Student Name: _____ Student No.: _____

Programme: _____ Contact Phone No.: _____

Year of Study: _____

Section B Details of the Application

1. The relevant semester in which you wish to apply for a reduced study load:

2. Please state the course(s) you wish to take in the above-mentioned semester:

Course Code	Course Title	Credit Units
Total:		

3. Please state your reason(s) for taking a reduced study load:

Signature of Student

Date

Please pass the form to SGS for processing.

Section C Recommendation by the Supervisor/Programme Leader (*Please delete as appropriate)

I support/do not support* the application.

Comments: _____

Signature: _____ Date: _____

Name: _____

Please pass the form to the Department Head/School Dean for approval.

Section D Decision by Department Head/School Dean (*Please delete as appropriate)

I approve/do not approve* the recommendation of the supervisor/programme leader.

Comments: _____

Signature of Department Head/School Dean

Date

Please return the form to SGS