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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

N:/professional doctorate/Application for Reduced Study Load
29 Dec 2009