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5. Overseas Contact Information:

Contact Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

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**Section C Undertaking**

I understand that:

1. I have to pay tuition/continuation fees and other relevant fees during the period that I continue my study overseas.
2. I have to submit annual reports on my study progress to the Chow Yei Ching School of Graduate Studies.
3. I have to fulfill the coursework requirement by the end of my study. If I do not comply with this requirement, I will not be allowed to undertake the oral examination.
4. During the period that I continue my study overseas, I will be a registered part-time student of CityU, and should still abide by the regulations and guidelines stipulated by the University.
5. I am not allowed to register simultaneously in another programme of study in the University or in any other institution without the prior permission of the Chow Yei Ching School of Graduate Studies.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Section D Recommendation of the Supervisor (\*please delete as appropriate)**

I recommend/do not recommend\*the student's application for continuation of study outside Hong Kong in part-time mode.

*If you recommend the student's application, please complete the following:*

1. Comments on the student's study plan

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2. Proposed frequency and mode of contact with the student during his/her absence from Hong Kong

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3. Proposed means to monitor the student's study progress

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Other Remarks: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Section E Endorsement by the Department Head/SGSC Chair (\*please delete as appropriate)**

*Applications resulting in a cumulative period of study outside HK not exceeding half of the stipulated (normal) study period can be approved by the Department. CGSC Chair/School Dean's approval is required for full-time student changing to part-time mode.*

I understand that the student has previously been approved a total of \_\_\_\_\_ months of study outside HK (please refer to RDSS for information) and the cumulative period of study outside HK, including the proposed period in this application, **will/will not\*** exceed 50% of the stipulated (normal) study period.

I **approve/do not approve\*** the supervisor's recommendation.

Comments: \_\_\_\_\_

Please contact: \_\_\_\_\_ (Ext. no) \_\_\_\_\_ in case further information is needed.

\_\_\_\_\_  
Signature of Department Head/SGSC Chair

\_\_\_\_\_  
Date

**Please forward the form to the CGSC Chair/School Dean for endorsement or to SGS for record.**

**Section F Decision of the CGSC Chair/School Dean (\* please delete as appropriate)**

*For any queries or additional information, please contact the departmental/school contact person provided above. Change of study mode is required to be approved by CGSC Chair/School Dean.*

I **approve/do not approve\*** the student's change of study mode from full-time to part-time.

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Signature of CGSC Chair/School Dean

\_\_\_\_\_  
Date

**Please return this form to SGS for record.**

Remarks: Previous approval for changes of study mode, if any: \_\_\_\_\_

Change mode of study to Part-time with reason as "Others" if applicable.

Revised (maximum) study period end date if changed mode of study: \_\_\_\_\_

The student is currently receiving/will receive a research tuition scholarship:  yes  no

Follow-up on approval for paid employment, if any:  yes  NA

Form HKPFS03 completed, (at least six weeks before the proposed change effective date)  yes  NA

Update IM hold in Banner to 1 year after the end of candidature and reason as "Study outside HK":  yes  NA

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_