

Change in Coursework Plan for Research Degree Students (SGS16B) – for existing students

Section A Student Particulars (* please delete as appropriate)

Name: _____ Student No.: _____ Department/School: _____

Start Date: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*

Are you a student under the Collaboration Scheme with Mainland Universities?

☐ No ☐ Yes (If yes, the University is: _____)

I would like to make changes to my coursework plan as detailed below:

Web-enabled Courses

Please refer to the Master Class Schedule for Section and CRN (if applicable).

	Add/ Drop	Course Code	Section	CRN	Course Title	Semester/ Year Offered (e.g. 2025/26 Sem A)	Credit Units
e.g.	Add	AC8000	C01	12345	ABC Learning	2025/26 Sem A	3
1.							
2.							

☐ I have completed the registration for the web-enabled course(s) in AIMS within the add/drop period.

Non-Web-enabled Courses

Approval from the Department Head/School Dean of the course offering department/school should be sought if pre-requisite or pre-cursor has not been met, or if the course is NOT offered by home department/school.

Please refer to the Master Class Schedule for Section and CRN (if applicable).

	Add/ Drop	Course Code	Section	CRN	Course Title	Semester/ Year Offered (e.g. 2025/26 Sem A)	Credit Units
1.							
2.							

Signature of Student

Date

Students should check with their department/school office for any additional approval requirements beyond the Supervisor.

- If the course is NOT offered by the students' home department/school, approval by the Course Offering Department is required.
- If the pre-requisite or pre-cursor has not been met, approval by the Course Leader is required

Section B Approval by the Course Leader / Course Offering Department
(Applicable for course registration ONLY)

I approve the above recommendation on the coursework plan.

Course Code	Approval from the course leader should be sought if the pre-requisite or precursor has not been met (please tick as appropriate)	Approval from the course offering department/school should be sought if the course is NOT offered by the students' home department/school (please tick as appropriate)	Signature of Course Leader / Course Offering Department	Date
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

Comments: _____

Section C Decision of Supervisor/Chair of Qualifying Panel

☐ I approve the change(s) to the coursework plan as proposed by the student.

Remarks: _____

Approved by:

Name of Supervisor

Signature of Supervisor

Date

Section D Approval by the Home Department Head/SGSC Chair

☐ I approve the above change(s) on the coursework plan.

☐ I confirm that the change(s) made to the student's coursework plan have fulfilled the department's coursework requirement.

Comments: _____

Signature: _____
Department Head/SGSC Chair

Date: _____

Please forward the completed form to SGS for processing.

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Notes:

1. Change requests should be submitted to the Chow Yei Ching School of Graduate Studies ***no later than the end of the Add/Drop Period of the respective semester in which the course(s) are offered.*** Approval from the course offering department/school is required if an add/drop is requested after the add/drop period. Late requests will normally not be processed.
2. A list of the approved courses for research students is available at <http://www.cityu.edu.hk/sgs/rpg/student>.
3. Courses taken without approval from supervisors will NOT be counted towards the fulfillment of coursework requirement.
4. Students can add/drop web-enabled courses that require no special approval from the Head of Department/School Dean within the add/drop period (normally ends on 1st day of week 2 of the semester). Add/drop of courses that are not web-enabled, outside the add/drop period, or courses that require special approval (which cannot be added/dropped by students) would be performed by SGS.
5. Students (commenced study on or after 1 September 2019) taking core/elective courses offered by other Department/School should consult their home department beforehand if there is any implication on taking the home department's Qualifying Examination.
6. For students admitted on or after 1 September 2022, they are required to fulfil a minimum cumulative GPA of 3.0 in prescribed coursework for graduation. All courses a student has enrolled (including courses he/she enrolled by himself/herself without using SGS Forms) since he/she started his/her study will be taken into account when calculating his/her cumulative GPA.