

# THE EDUCATION UNIVERSITY OF HONG KONG

Four-year Full-time / Two-year Full-time / Senior Year

non-Bachelor of Education Programmes

## Application Form for Master Level Courses (For Semester 2 of 2024/25)

### Notes:

- (1) Please refer to the list of offering of Master Level courses as announced by the Graduate School and check with respective units responsible for course registration before filling in the form. The list will be sent to students through email and be made available on the Graduate School website (<https://www.eduhk.hk/gradsch/index.php/current-students/course-sharing.html>).
- (2) Only senior students **from 2022/23 admitted cohort** (i.e. Year 3 or above) of the 4-year FT Non-BEd Programmes or students of 2-year / Senior Year FT Non-BEd Programmes (**from 2022/23 admitted cohort**) who have attained a programme GPA of 3.0 or above and met all the pre-requisites are eligible to pursue the Master level courses.
- (3) Students may register 1 course, or equivalent to 3 credit points (cps) of the Master's degree programmes. Upon completion, the courses taken will be counted towards the elective cps of their undergraduate programmes.
- (4) To enroll in the Master level courses, undergraduate students have to submit each course registration application to respective unit during the application period (i.e., from 28 Oct to 8 Nov 2024). The availability of places is subject to the quota available in the courses. The application results will be announced during the week of 25 Nov 2024 and students can view the registered course(s) on their personal timetable on The Portal.
- (5) Grading and assessment will be in line with the requirements of Master level courses.
- (6) No extra fees (in addition to the normal tuition fee under the respective undergraduate study) will be charged for taking a maximum of 1 Master level course (or equivalent to 3 cps) for non-BEd students, subject to the condition that such postgraduate courses are taken within the normative period of study. For those taken beyond the normal period of study, extra payment will be required on a pro-rata basis, according to the no. of course(s) or credit points.
- (7) Students may apply for course changes during designated add/drop period.

### Part A – Student Information

Name of Student: \_\_\_\_\_ Student Number: \_\_\_\_\_

Programme GPA: \_\_\_\_\_ Programme / Year: \_\_\_\_\_

Contact Tel.: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Are you going to Field Experience in Semester 2 of 2024/25? Yes / No

### Part B – Application for Master Level Course

Course Code	Course Title	Pre-requisite(s) fulfilled, if any (Please provide details with supporting documents)	Approval (Office use)

### Personal Information Collection Statement

1. The personal data provided by you on this form will be used for the purpose of processing your application and will be retained during your study in the University;
2. Unless otherwise specified, provision of your personal data is obligatory;
3. Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable; and
4. Applications for access to and correction of personal data after submitting this form should be made by writing to the respective units.
5. The University Privacy Policy Statement could be found in <https://www.eduhk.hk/en/privacy-policy>.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

**Part C – Recommendation by Programme Director / Programme Leader of the non-BEd Programme**

This application is:  Recommended  Not Recommended

Comments, if any:

Name / Post: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part D – Approval by respective Head of Department / Associate Dean (Research & Postgraduate Studies) of the Master Level Course**

This application is:  Approved  Not Approved

Comments, if any:

Name / Post: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

1. Application is received by \_\_\_\_\_ on \_\_\_\_\_.
2. Checking:
  - Students who are:
    - Senior students (Year 3 or above, from 2022/23 admitted cohort) of the 4-year FT Non-BEd Programmes **OR**
    - Students of 2-year / Senior Year FT Non-BEd Programmes (from 2022/23 admitted cohort)
  - Meet minimum requirement of programme GPA of 3.0 and eligible to pursue the Master level courses
  - Fulfil prerequisites for the courses, if any
3. Course registration is completed by \_\_\_\_\_ on \_\_\_\_\_.

***Please complete and return this form to the respective unit in person or by email on or before 8 Nov 2024.***