

休學申請程序及須知

Procedures and Important Notes for Application for Deferment of Studies

1. 休學申請宜於每學期開課前提出。
Application for deferment of studies should preferably be made before the commencement of each semester of an academic year.
2. 學生於遞交本表格前，可先約見研究生院院長^{*}或有關課程總主任/統籌主任或學生事務處的輔導主任。
You may consider making an interview appointment with the Dean of Graduate School^{*} or Programme Leader/Coordinator concerned or the Counsellor of the Student Affairs Office before submitting this form.
^{*} 適用於博士學位及教育/哲學碩士學位課程 *Applicable to Doctoral degree and Master of Education/Philosophy Programmes*
3. 每項申請之最少休學期限為一學期，最多一般為兩學年。獲批之休學期將被計算於最長修業期限之內。
The minimum period of deferment in each application is one semester and the maximum period is normally two academic years. The deferment period is included in the maximum period of study.
4. 根據課程校曆表，於開課前或學期中前(以已完成的課程週數作計算)申請休學之同學，該學期已繳交之學費可留作復學用。復學後如有需要，同學需繳付學費不足之差額。於學期中後申請休學之同學，該學期已繳交之學費將被沒收。
For application of deferment of studies made before the start of a semester or before the completion of the first half of a semester according to the academic calendar of the programme (completed week will be used for calculation), any tuition fees paid for the deferred semester(s) will be carried forward and upon resumption of studies, students will be required to pay the balance of tuition fees, if required. For application of deferment of studies made after the first half of the semester, tuition fees paid for the deferred semester(s) will be forfeited.
5. 填妥本表格之第一、第二及第四部分，連同有關文件交回諮詢中心之學生紀錄服務站(香港新界大埔露屏路十號曹貴子基金會大樓 A-G/F-11 室)或教學中心事務處(G01 室)。
Complete Sections I, II and IV of this form and submit it together with relevant documents to the **Student Records Service Desk of Information Centre (Room A-G/F-11, CKCF Building, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong) or the Study Centre Office (Room G01)**.
6. 除非有充足理由及/或有關之證明文件，否則申請將不會獲得批准。
The University will reject applications without valid reason(s) and/or relevant supporting documents.
7. 本大學會按序審批各申請，並盡快發信通知學生申請結果。
The University will process each application accordingly and notification of result will be sent to you as soon as possible.
8. 若申請獲得批准，學生須於教務處所指定之日期或以前清理儲物櫃及繳交留位費[#]。
If the application is approved, you are required to clear the student locker and **pay a continuation fee[#]** on or before the date as specified by the Registry.
[#] 每學期之留位費(大學教育資助委員會課程為港幣三百元正，自費課程為港幣一仟五百元正)，所繳交之費用將不獲退還。學生須於休學申請獲批後兩周內繳交留位費，否則作取消休學申請論。學生可保留學生證以繼續享用校園之設施。
A non-refundable continuation fee (HK\$300 for UGC-funded programmes / HK\$1,500 for Self-financed programmes) will be charged for each semester. The continuation fee should be settled within 2 weeks upon approval of deferment of studies. Otherwise, the student concerned will be regarded as having withdrawn the application of deferment. Students can retain the student identity card for continual access to facilities on the campus.
9. 若學生未能在獲准之休學期滿後復課，必須預先通知校方。否則，當自動退學論，並在休學期滿翌日生效。
Students who fail to resume studies at the end of the approved period of deferment should notify the University in advance. Otherwise, they will be regarded as having withdrawn from the programme, effective on the day following the deferment period.

Received on

休學申請 APPLICATION FOR DEFERMENT OF STUDIES

在填寫本表格前，請先參閱附頁的程序及須知。

Please read the procedures and important notes attached before completing this form.

第一部分 SECTION I	個人資料 (由學生以正楷填寫) Personal Particulars (to be completed by student in BLOCK LETTERS)
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申請人在本表上所提供之個人資料，只作處理申請之用。

The personal data provided on this form will be used for the purpose of processing this application only.

學生姓名 Student Name	英文 English:	中文 Chinese:
學生編號 Student No.:		課程編號 Programme Code:
課程名稱 Programme Title:		入學年份 Year of Admission:
日間聯絡電話 Day-time Contact Tel No.:		電郵 Email:
通訊地址 Correspondence Address:		

第二部分 Section II	申請詳情 (由學生填寫) Application Details (to be completed by student)
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請在適當空格內填上✓ 號。 Please tick as appropriate.

1.	本人現申請 I am applying for deferment of studies	由 From <input type="checkbox"/> 夏季學期 Summer Semester <input type="checkbox"/> 上學期 Semester 1 <input type="checkbox"/> 下學期 Semester 2 of the academic year _____ / _____ 學年	至 To <input type="checkbox"/> 夏季學期 Summer Semester <input type="checkbox"/> 上學期 Semester 1 <input type="checkbox"/> 下學期 Semester 2 of the academic year _____ / _____ 學年
	並擬復課於 and I intend to resume studies in	<input type="checkbox"/> 夏季學期 Summer Semester <input type="checkbox"/> 上學期 Semester 1 <input type="checkbox"/> 下學期 Semester 2 of the academic year _____ / _____ 學年。	
2.	本人附上 _____ 頁信函及證明文件，詳列申請原因，以支持本人的申請。 I attach _____ page(s) of letters and documentary evidence in support of my application.		

3. 休學理由 Reasons for deferment of studies
請於以下選取一項主要理由。Please select the most appropriate reason.

A. 與學生有關的理由 Student-related Reasons

- A01 健康理由 Medical reason
A02 個人理由 Personal reason
A03 經濟困難 Financial hardship
A04 家庭問題 Family problems
A05 暫時離開香港 Leave HK for a period of time
A06 重考公開試 Re-sit of public examinations

B. 與課程有關的理由 Programme-related Reasons

- B01 不能跟上課程進度 Cannot catch up with the programme

C. 與工作有關的理由 Job-related Reasons

- C01 工作量沉重 Heavy workload
C02 工作時間不固定 Irregular working hours
C03 轉換工作 Change of employment
C04 沒有教席 No teaching post
C05 沒有教授有關學科 Not teaching in relevant subject(s)

D. 其他 (請註明) Others (please specify):

D01

第三部分 Section III	收集個人資料聲明 Personal Information Collection Statement
<p>1. 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料經處理後將會轉存本校之學生紀錄。 The personal data provided by you on this form will be used for the purpose of processing your application and will be transferred to the student record system of the University after processing.</p> <p>2. 若閣下於本表格內提供的資料不足或不正確，本校可能無法處理有關申請。 Failure to provide complete and accurate information in this form may result in the University being unable to process the application.</p> <p>3. 本表格所收集的資料絕對保密，如有需要，將會轉交其他行政或教學部門作考慮或批核用途。 Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable.</p> <p>4. 非本地生若其學生紀錄有所更改，有關更改如有需要或會通知/轉交相關政府部門(例如:香港入境事務處)。 For non-local students, changes in student record may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.</p> <p>5. 如在遞交此表格後要查閱或改正個人資料，請聯絡學則及學籍管理組(電郵: exam@eduhk.hk)。 Applications for access to and correction of personal data after submitting this form should be made by writing to Academic Regulations and Records Section by email to exam@eduhk.hk.</p> <p>6. 本校的「私隱政策聲明」可見於 https://www.eduhk.hk/main/privacy-policy/。 The University's Privacy Policy Statement (PPS) can be accessed at https://www.eduhk.hk/main/privacy-policy/.</p>	
第四部分 Section IV	聲明 (由學生填寫) Declaration (to be completed by student)

1. 本人明白，若教大繼續開辦上述課程而課程內容及入學條件包括主修/副修學科維持不變，本人將於休學期滿後復修未完成之課程；本人於休學前所得學分，將獲確認。
I understand that, if the programme is offered and the syllabus and entrance requirements including major/minor subjects remain unchanged, I will resume studies after the deferment period; and the credits I gained prior to the deferment shall be valid.
2. 本人明白於復課時，本人或須因課程結構改變而補修缺讀之課程。
I understand that special attendance or assessments arrangements may be required if there are changes to the structure of the programme during the period of deferment of studies.
3. 本人明白獲批之休學期將被計算於最長修業期限之內。
I understand that the deferment period is included in the maximum period of study.
4. 本人就此聲明本人會於教務處所指定之日期或以前清理儲物櫃 (號碼: _____) 及繳交留位費[#]。
I declare that I will, on or before the date as specified by the Registry, clear the student locker (No.: _____) and **pay a continuation fee[#]**.
[#] 每學期之留位費 (大學教育資助委員會課程為港幣三百元正, 自費課程為港幣一千五百元正), 所繳交之費用將不獲退還。
A non-refundable continuation fee (HK\$300 for UGC-funded programmes / HK\$1,500 for Self-financed programmes) will be charged for each semester.
5. 本人明白若未能在獲准之休學期滿後復課，必須預先通知校方。否則，當自動退學論，並在休學期滿翌日生效。
I understand that if I fail to resume studies at the end of the approved period of deferment, I should notify the University in advance. Otherwise, I will be regarded as having withdrawn from the programme, effective on the day following the deferment period.
6. 本人明白若於開課前或學期中之前(按已完成的課程週數作計算)申請休學，該學期已繳交之學費可留作復學用。若於學期中之後申請休學，該學期已繳交之學費將不獲發還或留作復學用。
I understand that if my application for deferment of studies is submitted before the start of a semester or before the completion of the first half of a semester according to the academic calendar of the programme (completed week will be used for calculation), the tuition fees paid for the deferred semester(s) will be carried forward until I resume my studies. If my application for deferment of studies is received after the first half of a semester, the tuition fees paid for the deferred semester will not be refunded nor carried forward to the resumed semester.

學生簽署 Signature of Student

日期 Date

Section V	For Faculty/Graduate School/Academic Department Use
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Please tick as appropriate.

<p>1. <input type="checkbox"/> Application Approved</p> <p>(a) The student has completed <input type="checkbox"/> Summer Semester/ <input type="checkbox"/> Semester 1/ <input type="checkbox"/> Semester 2 of the current academic year and sat for the examinations (if applicable).</p> <p>(b) The student's curriculum of study <input type="checkbox"/> remain unchanged/ <input type="checkbox"/> should be changed to _____ cohort/ <input type="checkbox"/> is not certain at the time of application.</p> <p>(c) Application received on _____, <input type="checkbox"/> before first half of semester <input type="checkbox"/> after first half of semester (Middle date of current semester _____)</p> <p>(d) Comments (if any):</p>	<p><input type="checkbox"/> Application NOT Approved</p> <p>Reason(s), please specify</p>
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<p>For Graduate School Use Only</p> <p><input type="checkbox"/> Comments made by the _____ Programme Committee on this application are attached to this form.</p>

Signature of
Dean / Associate Dean / Programme Leader /Coordinator*: _____ Date: _____
(Name: _____)

2. This application form and copies of relevant documents forwarded by the Graduate School/ Faculty Office/ Department* to the Registry (Academic Regulations and Records Section) by _____ on _____.

* Please delete whichever is inappropriate.

Section VI	For Registry Use
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1. UGC-funded (HK\$300/semester) Self-financed (HK\$1,500/semester)
2. Deferment period from _____ to _____, total no. of semester(s): _____.
3. Formal notification of application result sent to student on _____ and copied to the
 Dean/Associate Dean/Programme Leader/Coordinator and/or Graduate School/Faculty Office/Department*
 School Partnership and Field Experience Office (SPFEO)
 Global Affairs Office (GAO)
 Student Affairs Office (SAO)
 Others (please specify): _____
4. Student status updated in the Student Records by _____ on _____.
5. Due date for continuation fee: _____.
6. Payment Slip for continuation fee received by _____ on _____.
7. Catalog Term changed to _____.