



編號 Ref. No.: _____

開課前轉修課程/選修科目/修讀模式申請表格
學位教師教育深造文憑課程 (2021年入學) (2021年8月16日截止)

Application for Change of Programme/ Subject/ Mode of Study Before Programme Commencement
Postgraduate Diploma in Education Programmes (2021 Entry)
(Deadline: 16 August 2021)

第一部分 個人資料 (請以英文正楷填寫)
SECTION I PERSONAL PARTICULARS (Please use BLOCK LETTERS.)

申請人姓名 英文: _____ 中文: _____
Applicant Name : English 姓 Surname 名 Other Names Chinese

申請編號 Application No.:

A							
---	--	--	--	--	--	--	--

 課程編號 Programme Code:

--	--	--	--	--	--

課程名稱 Programme Title: _____ 入學年度 Admission Year: 2021/2022

聯絡資料 手提電話 Contact Information: Mobile Phone - _____ 電郵 Email - _____

第二部分 申請詳情
SECTION II APPLICATION DETAILS

	由 From	轉至 Change to
1.	課程名稱 Programme Title:	課程名稱 Programme Title:
	課程編號 Programme Code:	課程編號 Programme Code:
2.	教學科目研習一/主修科 TSS1/MSS:	教學科目研習一/主修科 TSS1/MSS:
	教學科目研習二 TSS2:	教學科目研習二 TSS2:
3.	修讀模式 Mode of Study: <input type="checkbox"/> 全日制 Full-time <input type="checkbox"/> 兼讀制 Part-time	修讀模式 Mode of Study: <input type="checkbox"/> 全日制 Full-time <input type="checkbox"/> 兼讀制 Part-time

申請理由: (請選取最主要之理由及提供相關證明文件)
Reasons for application: (Please select the most appropriate reason and provide justifications and supporting documents.)

	學術理由: Academic reason:
	工作職位/教席/任教科目已轉變 (請提供相關證明文件, 例如在職合約或教學時間表等。) Change of employment/teaching post/teaching subject (Please provide relevant supporting documents, e.g. employment contract, teaching timetable, etc)
	其他: Others:

* Please circle as appropriate.

第三部分 聲明
SECTION III DECLARATION

1. 本人確認已詳細閱讀及明白附頁的「申請須知及程序」。
 I confirm that I have read and understood the attached "Procedures & Important Notes".
2. 本人明白此申請只在特殊情況下方可獲准，並需視乎該選修科目/課程的學額空缺而定。
 I understand that the application will only be approved in exceptional circumstances and will be subject to the availability of places.
3. 本人已附上有關學歷證明及/或相關證明文件(如適用)。
 I have attached relevant academic documents and/or supporting documents (if applicable).

 申請人簽署 Signature of Applicant

 日期 Date

第四部分 審閱
SECTION IV CONSIDERATION

1. Application for change of *programme/ subject/ mode of study is *supported / not supported.

Interview/Test is required:

Comments (if any):

Signature: _____

Department: _____

(Name: _____)

Date: _____

**Please circle as appropriate.*

第五部分 教務處專用
SECTION V FOR REGISTRY'S USE

Bank Pay-In Slip No. : _____

ATM advice received

Outstanding *Tuition Fee is paid: HK\$ _____ on _____.

Refund of *Tuition Fee: HK\$ _____ on _____.

Notified applicant on _____.

Records updated by _____ on _____.



申請須知及程序

Procedures & Important Notes

1. 本申請表格只適用於學位教師教育深造文憑課程之申請人，**所有申請必須於 2021 年 8 月 16 日或之前向教務處入學、註冊及學務規劃組提出**。凡於 8 月 16 日以後提出之申請只在非常特殊之情況下方獲處理，逾期申請如獲批准將可能於下學期才正式生效，申請者請填寫另一份表格「申請轉修課程/主修學科/副修學科/修讀模式」RE-06(10/2018)，並由評核與學生紀錄及系統發展組按所訂之申請程序處理，該表格可於教務處網頁(www.eduhk.hk/reg/)下載。
2. 在填寫本表格之前，請小心核對是否符合欲轉修之選修科目/修讀模式之入學條件。入學條件之詳情請參閱本校網頁www.eduhk.hk/acadprog/pgde/。
3. **申請只在特殊情況下方可獲准，並需視乎該選修科目/課程的學額空缺而定**。一般情況下，申請人只能遞交轉修申請一次。
4. 請把申請費港幣五十元直接存入或透過自動櫃員機轉賬至以下其中一個銀行戶口：
 - ◆ 東亞銀行戶口號碼：015-195-25-00002-0；或
 - ◆ 恆生銀行戶口號碼：267-170330-015**沒有繳付申請費之申請概不受理。除本校取消選修科目/課程/修讀模式外，所繳付的申請費一律不獲退還。**
5. 填妥本表格後，連同銀行繳費收條或轉帳收條及有關文件(如適用)，一併交回教務處：
 - ◆ 電郵至 admission@eduhk.hk
 - ◆ 傳真至(852) 2948 6185 / 2948 6162

註：學位教師教育深造文憑(小學/中學)課程暫定於2021年8月23日開課，確實日期以教務處及所屬課程之學院/辦事處公佈之日期為準，詳情請於7月參閱網頁www.eduhk.hk/acadprog/pgde/news.htm。

1. This application form is only applicable to applicants of Postgraduate Diploma in Education Programmes. **All applications should be submitted to the Admissions, Registrations and Academic Planning Section of Registry by 16 August 2021.** Please be aware that application submitted after 16 August 2021 will be considered as late application which will be considered on an exceptional basis. There is a possibility that the relevant applicant may need to study the new programme/subject in the 2nd semester, if late application is approved. Late applicants shall fill in another form, i.e. "Application for Change of Programme/ Major/ Minor/ Mode of Study" Form RE-06(10/2018) which will be processed by the Assessments, Records and Systems Section according to the stated procedures. The application form can be downloaded from the Registry's website (www.eduhk.hk/reg/).
2. Before completing this form, please check carefully whether you have met the eligibility requirements of the subject/programme to which you wish to transfer. Please refer to the website: www.eduhk.hk/acadprog/pgde/ for details of the entrance requirements.
3. **Applications will only be approved in exceptional circumstances and will be subject to the availability of places.** Applicants are normally allowed to apply for changes once only.
4. Please pay an application fee of HK\$50 by direct deposit or ATM transfer to either one of the following accounts:
 - ◆ Account No. 015-195-25-00002-0 of the Bank of East Asia; or
 - ◆ Account No. 267-170330-015 of the Hang Seng Bank**Your application will only be processed after the application fee is paid. The application fee paid is not refundable except in the case of cancellation of subject/programme/mode of study by the University.**
5. Complete Sections I to III and submit this application form together with a bank payment receipt or transferal receipt and a copy of relevant supporting documents (if applicable) to the Registry:
 - ◆ E-mail: admission@eduhk.hk
 - ◆ Fax: (852) 2948 6185 / 2948 6162

Remarks: The programme commencement date of PGDE(Primary/Secondary)programmes is tentatively scheduled for 23 August 2021. The official date will be announced by the Registry and the relevant Faculty / Programme Office. Please visit our PGDE website www.eduhk.hk/acadprog/pgde/news.htm in July for details.