

Graduate School
The Education University of Hong Kong
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Graduate School

Approval form for Cross-institutional Courses/Subject Enrolment for Research Postgraduate Student

**Notes:**

- Complete Part 1 & 2 of this form and submit to your Principal Supervisor & Graduate School for endorsement.
- Submit this form together with the Cross-institutional Course Enrolment Form to the Graduate School at least 5 working days before the deadline of the respective Institution.

1 Personal Particulars

Name in English: _____ Name in Chinese: _____

Student ID: _____ Faculty: _____

Affiliated Research Centre: _____ Department: _____

Contact No.: _____ Email Address: _____

2 Courses/Subjects Applied For Cross-institutional Enrolment

Academic Year: _____ Semester/Term: _____

Ref No.	Courses Offering Institution	Course Code & Title	Unit	Reason
1				
2				

3 Endorsement

i. Principal Supervisor (to be completed by Principal Supervisor)

Ref No.	Approval	Reason for Disapproval	Signature of Principal Supervisor
1	<input type="checkbox"/> Approved		Printed Name:
	<input type="checkbox"/> Disapproved		Signature:
2	<input type="checkbox"/> Approved		Date:
	<input type="checkbox"/> Disapproved		

ii. Graduate School (to be completed by RPg Programmes Director)

Ref No.	Approval	Reason for Disapproval	Signature of RPg Programmes Director
1	<input type="checkbox"/> Approved		Printed Name:
	<input type="checkbox"/> Disapproved		Signature:
2	<input type="checkbox"/> Approved		Date:
	<input type="checkbox"/> Disapproved		

4 Personal Information Collection Statement

1. The personal data provided by you on this form will be used by the Graduate School for the purpose of processing your application and will be retained during your study in the University;
2. Please note that it is obligatory for you to provide the personal data required; failure to provide the requested data, or the provision of inaccurate or incomplete information may result in the University not being able to process your application.
3. Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable;
4. Application for access to and/or correction of personal data after submitting this form should be made by writing to Graduate School at rpg@eduhk.hk; and
5. The University Privacy Policy Statement could be found in <https://www.eduhk.hk/en/privacy-policy>.