

# THE HONG KONG INSTITUTE OF EDUCATION

## FACULTY OF EDUCATION STUDIES

### 申請更改上課地點或上課時間 Application for Change of Venue of Attendance/ Time of Attendance

<b>第一部分</b> <b>Section I</b>	<b>個人資料 (由學生以正楷填寫)</b> <b>Personal Particulars (to be completed by student in BLOCK LETTERS)</b>
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學生姓名 (\*先生 / 太太 / 小姐 / 女士) Student Name (\*Mr / Mrs / Miss / Ms)

英文  
English: \_\_\_\_\_  
姓 Surname                      名 Other Names

中文 (倘適用)  
Chinese (if applicable): \_\_\_\_\_

學生編號  
Student No.: 

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課程編號  
Programme Code: 

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課程名稱  
Programme Title: \_\_\_\_\_

年級  
Year: \* 1/2/3/4

聯絡電話 Contact Telephone No.

日間 Day-time: \_\_\_\_\_

晚間 Night-time: \_\_\_\_\_

手機 / 傳呼機 Mobile / Pager: \_\_\_\_\_

\* 請刪去不適用者。Please delete whichever is inappropriate.

<b>第二部分</b> <b>Section II</b>	<b>申請詳情(由學生填寫)</b> <b>Application Details (to be completed by student)</b>
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本人現申請 I am applying for change of

i) 更改上課地點由 \_\_\_\_\_ 至 \_\_\_\_\_ (新地點)  
Venue of Attendance from \_\_\_\_\_ to \_\_\_\_\_ (new venue)

ii) 更改上課時間由 \_\_\_\_\_ 至 \_\_\_\_\_ (新時間)  
Time of Attendance from \_\_\_\_\_ to \_\_\_\_\_ (new time)

<b>第三部分</b> <b>Section III</b>	<b>更改理由 (由學生填寫)</b> <b>Reasons for Transferal (to be completed by student)</b>
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請在適當的方格內 (一個或以上) 加上 ✓ 號

- |  |  |
|--|--|
| <input type="checkbox"/> 健康理由 Medical reason                 | <input type="checkbox"/> 個人理由 Personal reason            |
| <input type="checkbox"/> 距離工作地點太遠 Too distant from workplace | <input type="checkbox"/> 工作時間不固定 Irregular working hours |
| <input type="checkbox"/> 距離住宅太遠 Too distant from home        | <input type="checkbox"/> 轉換工作 Change of employment       |

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.

<b>第四部分</b> <b>Section IV</b>	<b>聲明 (由學生填寫)</b> <b>Declaration (to be completed by student)</b>
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- 本人明白，若此申請獲批核，更改上課地點/上課時間生效日期為下學年。  
I understand that if this application is approved, change of venue /change of time of attendance will be effective from the next academic year.
- 本人明白，獲批核之申請人將於本學年底獲課程事務處通知。如在本學年底未獲通知，本人將理解此申請並未獲批核。  
I understand that only successful applicants will be informed by the Programme Office. If I do not receive any notification from the Programme Office by end of this academic year, I shall assume that my application is not approved.

\_\_\_\_\_  
學生簽署 Signature of Student

\_\_\_\_\_  
日期 Date

<b>Section V</b>	<b>For Programme Office Use</b>
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- Recommendation: \*Approved / Not Approved  
Signature of Programme Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name: \_\_\_\_\_ )  
Comments (if any): \_\_\_\_\_  
\_\_\_\_\_
- Effective Date of Transferal: \_\_\_\_\_
- Approved Details:
  - i) Venue of Attendance from \_\_\_\_\_ to \_\_\_\_\_ (new venue/class)
  - ii) Time of Attendance from \_\_\_\_\_ to \_\_\_\_\_ (new time/class)
- This application form and copies of relevant documents forwarded by the Programme Office to the Programme Coordinator by \_\_\_\_\_ on \_\_\_\_\_.

\* 請刪去不適用者。Please delete whichever is inappropriate.