# 香港浸會大學持續教育學院
## SCHOOL OF CONTINUING EDUCATION
## HONG KONG BAPTIST UNIVERSITY

SCE-AF-003 (04/2025)

## 延長修業期申請表 Application for Extension

請參閱背頁之申請須知。 Please turn overleaf for notes for application.

### 個人資料 PERSONAL PARTICULARS

英文姓名
Name in English: _____

中文姓名
Name in Chinese: _____

學生編號
Student No.: _____

日間聯絡電話
Daytime Contact No.: _____

電郵地址
Email Address: _____

### 修讀課程資料 PROGRAMME INFORMATION

課程名稱
Programme Title: _____

尚未完成科目 List of course(s) yet to be completed:

| 科目編號<br>Course Code | 科目名稱<br>Course Title | 計劃修讀日期（年/學期）<br>Planned date of study<br>(Year & Term) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

學生證有效期
Student ID Expiry Date: _____

申請延長修業期
Apply for Extension for _____ Term(s) to

學期至
_____

（年/學期）
(Year & Term)

申請原因
Reason for Application: _____

_____

證明文件
Supporting Document(s) enclosed: _____

_____

簽署
Signature: _____

日期
Date: _____

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### 本院專用 FOR OFFICE USE ONLY

Application received by: _____ ( / / )   Identity verified by: _____ ( / / )

Receipt acknowledged by: _____ ( / / )   Original Expiry Date (Year & Term): _____ ( )

**Result of Application of Extension**

☐ Extended to _____ (Year & Term) for _____ term(s);   System updated by: _____ ( / / )

☐ No extension to be granted

Recommended by: _____ ( / / )   Approved by Head (Division: ): _____ ( / / )

Remarks: _____

_____

Notification prepared by: _____ ( / / )   Checked by: _____ ( / / )   Sent out by: _____ ( / / )

# 申請須知  Notes for Application

1. 一般情況下，學院不會接受學員延長修業期限之申請。如學員因特別理由而未能於修業期內完成所有科目，則須於修業期屆滿前一個學期申請延長修業期限，並提供有關證明文件。一般而言，獲延長之期限不會多於兩個學期。

   The School normally does not entertain requests from students for an extension of the study period.   Students may apply for an extension if they have special reasons and fail to complete all required courses within the study period.   Application for extension should be submitted one term prior to the end of study period and supporting document(s) should be provided.   The extended period will normally not exceed 2 terms.

2. 申請方法
   - 郵寄

     填妥 (i)申請表，連同 (ii)香港身份證/學生證副本及 (iii)有關證明文件，郵寄至「九龍塘聯合道三百二十號建新中心二樓香港浸會大學持續教育學院」，信封面請註明「申請延長修業期限」及所修讀之課程名稱；本院將以電郵確認收妥此申請。

   - 電郵

     填妥 (i)申請表，連同 (ii)香港身份證/學生證副本及 (iii)有關證明文件，電郵至 scereg@hkbu.edu.hk。請於電郵主旨註明「申請延長修業期限」；本院將以電郵確認收妥此申請。

   - 親身遞交

     填妥 (i)申請表，連同 (ii)有關證明文件，親臨本院九龍塘校園中心持續教育大樓辦事處、市區教學中心、東九龍教學中心或灣仔教學中心遞交。

     Application Methods
   - By mail
     Submit (i) the completed application form with (ii) a copy of HKID Card / Student ID Card and (iii) supporting document(s) to "School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong".   Please mark "Application for Extension" and the programme title on the envelope.   The School will acknowledge receipt of the application by email.
   - By email
     Email (i) the completed application form with (ii) a copy of HKID Card / Student ID Card and (iii) supporting document(s) to scereg@hkbu.edu.hk.   Please make "Application for Extension" the subject of the email.   The School will acknowledge receipt of the application by email.
   - In-person
     Submit (i) the completed application form with (ii) supporting document(s) to the Kowloon Tong Campus Centre SCE Tower Office, Town Learning Centre, Kowloon East Learning Centre or Wan Chai Learning Centre.

3. 延長修業期限的申請一般會在兩個月內完成審核，獲批與否，概由本院決定，本院將個別通知學員有關結果。

   Result of application for extension will generally be available within 2 months.   Approval will be granted at the discretion of the School.   The School will inform students of the result individually.

4. 香港浸會大學會根據「私隱政策聲明及收集個人資料聲明」收集個人資料。有關詳情，請參閱 https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/（請選擇中文語言）。

   Collection of personal data adheres to the Privacy Policy Statement and Personal Information Collection Statement (PPS & PICS) of the Hong Kong Baptist University.   Please refer to https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/ for access to the PPS & PICS.