



## 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

姓名 (英文) \_\_\_\_\_ 中文姓名 \_\_\_\_\_ 學生編號 \_\_\_\_\_  
Name (English): \_\_\_\_\_ Chinese Name: \_\_\_\_\_ Student No.: \_\_\_\_\_

日間聯絡電話 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
Daytime Contact No.: \_\_\_\_\_ 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 Course Code	科目名稱 Course Title	計劃修讀日期 (年/學期) Planned date of study (Year & Term)

學生證有效期 \_\_\_\_\_ 申請延長修業期 \_\_\_\_\_ 學期至 \_\_\_\_\_ (年/學期)  
Student ID Expiry Date: \_\_\_\_\_ Apply for Extension for \_\_\_\_\_ Term(s) to \_\_\_\_\_ (Year & Term)

申請原因  
Reason for Application: \_\_\_\_\_

證明文件  
Supporting Document(s) enclosed: \_\_\_\_\_

簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 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](mailto: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思齊樓、尖沙咀中心<sup>▲</sup>、東九龍中心或灣仔中心辦事處遞交。

#### 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](mailto: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 Office at Kowloon Tong Campus Centre DLB, Tsimshatsui Centre<sup>▲</sup>, Kowloon East Centre or Wan Chai 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. 學員於此表格所填報的個人資料將予以保存為學員紀錄的一部份。  
The personal data collected in this form will become part of the student record.

<sup>▲</sup>尖沙咀中心暫時停止運作 *Tsimshatsui Centre temporarily ceases to operate*