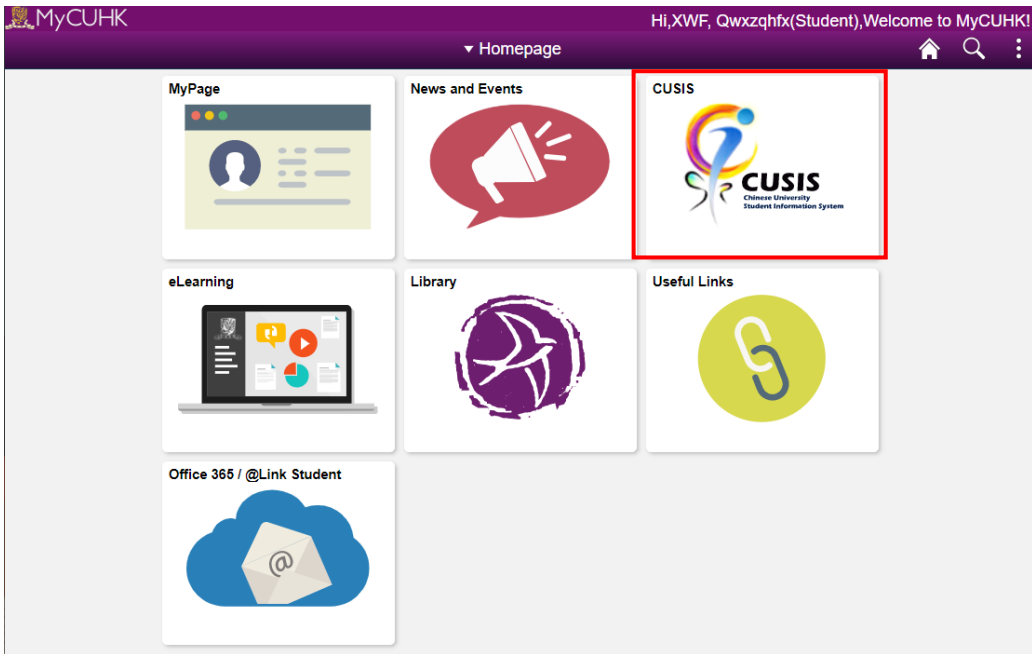


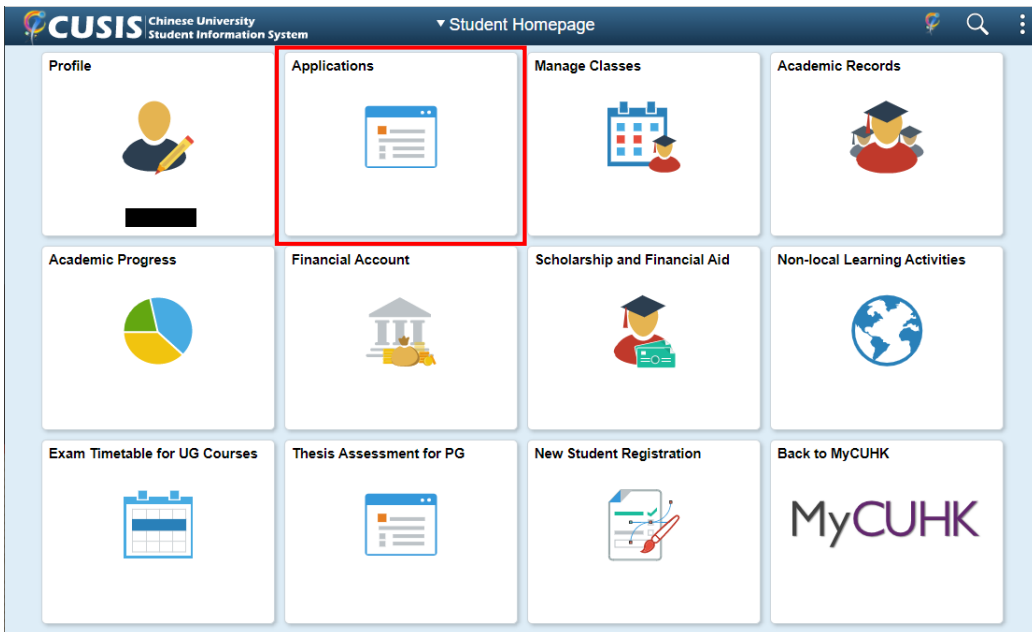
休学申请指南

登录网址: <https://portal.cuhk.edu.hk>

1. 选择 "CUSIS"



2. 选择 "Application"



3. 在左方选择 "Online Leave Application (PG)" > "Online Leave Application"

The screenshot displays the 'Student Homepage' interface. The top navigation bar includes 'Student Homepage', 'Application', and a search icon. The 'Data Language' is set to 'English'. The left sidebar is divided into 'Academic Related Applications' and 'Other Applications'. Under 'Academic Related Applications', the 'Program-Related Change' section is expanded, showing options like 'Transfer Credit / Exemption', 'Exempt CHLT1100 & CHLT1200', 'Exempt ELTU1001', 'Declare Major (UG)', and 'Science Major Registration'. Under 'Other Applications', 'Online Leave Application(PG)' is expanded, with 'Online Leave Application' highlighted by a red box and a red arrow pointing to the main content area. The main content area is titled 'Program-Related Change Application' and 'Application Form Status'. It features a message box stating 'You have no program change application records.' and an 'ADD NEW APPLICATION' button. Below this, there are three sections of information: 'For Undergraduate Students', 'For Postgraduate (Taught and Research) Students', and 'For Postgraduate Diploma in Education (PGDE) Students'. Each section contains numbered instructions regarding application procedures and document requirements.

Academic Related Applications

- Program-Related Change
 - Transfer Credit / Exemption
 - Exempt CHLT1100 & CHLT1200
 - Exempt ELTU1001
 - Declare Major (UG)
 - Science Major Registration

Other Applications

- Online Leave Application(PG)
 - Leave Application History
 - Online Leave Application
 - Online Leave Notifications

Program-Related Change Application

Application Form Status

You have no program change application records.

ADD NEW APPLICATION

For Undergraduate Students

- On-line Program Change function is applicable to:
 - Change Major (students who wish to transfer to MB ChB have to contact the Faculty Office of Medicine directly)
 - Declare / Change / Drop Minor
 - Declare / Change / Drop Concentration
- In change of major, students can only select the curriculum in accordance with their admission qualification, e.g. those admitted to 2-year programmes will be eligible to transfer to other programmes with 2-year curriculum, and those admitted to 4-year curriculum cannot change major to programmes of 2-year or 3-year curriculum.
- Please refer to the notice on the homepage of Registration and Examinations Section for detailed information/procedures/schedules and related privacy policy statement.

For Postgraduate (Taught and Research) Students

Personal Information Collection Statement:

- The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- For correction of or access to the personal data after submission of this form, please contact the Graduate School at 3943 6976/6977 or email to: gradschool@cuhk.edu.hk
- Information provided in this form may be transferred to other departments / administrative units within CUHK for consideration and granting approval.

For Postgraduate Diploma in Education (PGDE) Students

- Students wishing to change the Mode of Study, Study Programme, Major should submit the following documents to the Faculty of Education within 3 working days after the submission of online application:
 - Teacher's employment contract
 - Information of number of lessons taught in the applied Major subject per week/term certified by the employer/ school

4. 进入休学请假页面，输入所需资料

The screenshot shows the 'Online Leave Application' form. A red box highlights the top section containing personal and academic details: Name (Chinese and English), Student ID, Program, Year of Attendance, Academic Career, Mode of Study, Degree, and Division. Another red box highlights the 'Leave Details' section, which includes fields for Start Term, End Term, Leave Type, and Leave Reason. A yellow annotation '填写休学的开始和结束时间 (以学期为单位)' points to the Start and End Term fields. Below this, a text area for 'Supplementary Information' is annotated with '以英文说明休学的原因'. A table for 'Supplementary Document' is annotated with '上传相关证明文件'. A third red box highlights the 'Notes for Students' section, which contains eight numbered paragraphs of instructions. At the bottom, a red box highlights the 'Submit' button.

Online Leave Application

Name (Chinese): [Redacted] Name (English): QHFX, Jwdxyltz
Student ID: [Redacted] Mode of Study: Full-time
Program: MSc Physics Degree: MSc Physics
Year of Attendance: Year 1 Division: Div of Physics
Academic Career: Postgraduate - Taught
Last Updated by: QHFX, Jwdxyltz

Leave Details

Start Term: [] End Term: [] Duration: 0 Term(s)
*Leave Type: Leave of Absence Cumulative Leave Years Applied(Approved and In-Progress): 1.00 years

Leave Reason Find | View All First 1 of 1 Last

*Leave Reason: []

Supplementary Information: 以英文说明休学的原因

Supplementary Document	Attached File	View	File Upload
1	[]	View	File Upload

Please upload file format in MS Word, PDF, Excel or HTML. Compressed file (e.g. ZIP) is not allowed. The maximum upload file size allowed is 10MB.

Notes for Students

1. A student who wishes to apply for a leave of absence shall obtain prior permission from the University. Such an application shall state the reasons for which leave of absence is sought and shall require the endorsement of the Head of the Graduate Division concerned and approval from the Dean of Graduate School. Strong justification must be provided in case of late applications.
2. As classes/required activities are organised by term, students registered in taught programmes shall apply for leave on the corresponding basis (e.g. 2020-21, Term 1).
3. Leave of absence for non-medical reasons is limited to a maximum of one year in the first instance, and any extension is limited to a maximum of one more year, beyond which no further extension will be granted. However, in special cases, the Graduate Council may on the recommendation of the Graduate Division concerned grant a student extension of leave beyond the period stated above.
4. A student who has been absent without approved leave of absence or who is in breach of the residence requirements for a continuous period exceeding one month will be considered as having withdrawn from studies.
5. The calculation of cumulative leave days includes all leave applications with status below:
 - "Submitted"
 - "In Progress"
 - "Approved"
 - "Approved (Cancel Denied)"
 - "Pending for Cancellation"
6. Information provided in this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.
7. The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
8. For correction of or access to the personal data after submission of this form, please contact the Graduate School at 3943 8976 or email to: gradschool@cuhk.edu.hk.

Save Submit