

填寫本表格前，請先參閱「重要事項」。
Please read the 'Important Notes' before
completing this Form.

申請編號

Application No.: _____
(此欄由本處填寫)

畢業申請

APPLICATION FOR GRADUATION

個人資料 STUDENT PERSONAL PARTICULARS

姓名 (*先生/女士)

Name (*Mr/Ms): _____
英文 (English) _____ 中文 (Chinese) _____

* 請刪去不適用者 Please delete as appropriate

學生編號

Student No.: _____

日間聯絡電話

Day-time contact tel.: _____

電郵

Email: _____

畢業課程 GRADUATION PROGRAMME

本人*已完成/將完成以下課程所需的學分，並申請於二〇二一年八月畢業。

I *have already completed/will have completed the credits required for the following programme. I hereby apply for graduation in **August 2021**.

* 請刪去不適用者 Please delete as appropriate

畢業課程 Graduation Programme: _____

註(如適用) Remarks (if any): _____

注意 NOTE:

- 如課程設有入學條件，學生必須確保已成功申請入讀該課程。否則，其畢業申請將不予受理。
For programmes with entry requirements, students should make sure that they have been admitted to the programme before submitting this application. Otherwise, their application for graduation will not be processed.
- 修讀兼讀制(遙距)課程的同學，請必須確保畢業課程與修讀課程相同。否則，請登入“MyOUHK”更改。
For students of Part-time (Distance Learning) Programmes, please make sure that your graduation programme must be the same as your Programme of Study. Otherwise, please login to “MyOUHK” for amendment.
- 本課生(全日制)課程的同學欲以兼讀制(遙距)課程畢業，以上填寫的畢業課程將被視為其修讀課程。
If students of Undergraduate (Full-time) Programmes wish to graduate in Part-time (Distance Learning) Programmes, the above graduation programme will be deemed as their Programme of Study.
- 如修畢的學分多於畢業課程所需的學分，請於上述註欄清楚列明不會計算入畢業課程的學科編號。如有需要，請另頁填寫。
If you have studied more than the required number of credits for the above graduation programme, please indicate clearly in the Remarks column which course(s) you do not want to mark towards the award. Please use a separate sheet if necessary.

轉換學術資格 AWARD RELINQUISHMENT/ARTICULATION

(經轉換學術資格申請畢業的同學請填妥此部份 Students applying to graduate via relinquishment/articulation please complete this part)

本人想將已頒授之學術資格轉換為較高的學術資格:

I want to apply for relinquishment/articulation:

(i) 由(已頒授之學術資格名稱) _____ 頒授日期 _____
From (Name of Award Conferred) : _____ Conferment Date : _____(ii) 轉換為(較高學術資格名稱) _____
to (Name of the Higher Award) : _____

聲明 DECLARATION

本人已細閱載於本表格內的「重要事項」、《學生手冊》內有關《畢業申請》、《學位銜接資格規例》及有關的學術資格的課程規例，並同意遵守該等規例。就指定的學位資格轉換，按有關學院院長規定，本人同意於接受上述榮譽學士學位時，即時放棄先前獲頒授的學士學位。本人明白此轉換學術資格的申請一經批核，絕不撤回。本人承諾此填妥的表格將示為本人同意以上轉換學術資格的申請，校方無須作出確認通知。

I have read carefully the Important Notes on this form, the regulations governing Application for Graduation and the Articulation of Qualifications inside the Student Handbook, the programme regulations for the respective awards, and agree to conform to the regulations contained therein. In regard to the conversion of prescribed degrees, I agree to give up the award of the above-mentioned ordinary degree as required by the Dean of the School upon receipt of the honours degree for which the former award is relinquished. I understand that once my request for relinquishment/articulation has been approved, the process is irreversible. I also undertake that this duly completed application form serves as my agreement to relinquish/articulate the above award(s) without further confirmation necessary by The Open University of Hong Kong.

學生簽署

Signature of Student: _____

日期

Date: _____

重要事項**IMPORTANT NOTES**

1. 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡教務處學分承認及畢業組或保障資料主任。

The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Advanced Standing and Graduation Office of Registry, or the Data Protection Officer.

2. 同學只是透過此申請通知大學其申請畢業的課程，此申請並不表示確認同學已符合所修讀學位或學術資格的要求。同學須於擬畢業當年遞交此申請表格，如欲於二〇二一年八月畢業的同學必須於同年六月二十七日前填妥此表格並寄交九龍何文田 A0511 室香港公開大學教務處學分承認及畢業組或傳真至 8148 3379。已遞交 G-GR 表格並符合畢業資格的同學將於二〇二一年八月六日(適用於二〇二一年八月學術資格頒授)收到本處發出的確認畢業通知文件及畢業費繳費單。

This Application is not a confirmation that students have satisfied the requirement for their degree or award, it is merely designed for students to inform the University of their intention to graduate. Students should submit this form in the year that they will graduate. Please complete and return this application form to the Advanced Standing and Graduation Office, The Open University of Hong Kong, Room A0511, Ho Man Tin, Kowloon or fax to 8148 3379 by 27 June of the year if you wish to graduate in August 2021. Students eligible to graduate will receive the notification confirming their graduation status and a debit note for graduation fee by 6 August for the August 2021 award conferment.

3. 轉換學術資格只適用於指定的學術資格。經轉換學術資格申請畢業的同學必須細閱載於《學生手冊》內的《學位銜接資格規例》及有關的學術資格的課程規例。此外，請注意以下事項：

Articulation of qualifications is permitted for prescribed awards only. Students applying to graduate via articulation/relinquishment should read carefully the Regulations Governing the Articulation of Qualifications inside the Student Handbook and the programme regulations for the respective qualifications. Moreover, please note the following:

- 3.1 校方於接納其轉換學術資格的申請後將會發給你新學術資格的證書及有關的學業成績表。就指定的學位資格轉換，按有關學院院長規定，學生如欲將已獲頒授的學士學位轉換為榮譽學士學位，必須放棄已獲頒授的學士學位，並向本校交還已頒授的證書。

The University will provide you with a new certificate and transcript of studies upon successful relinquishment/articulation. For conversion of prescribed degrees, as required by the Dean of the School, holders of ordinary degrees who wish to convert their awards to honours degrees are required to relinquish the ordinary degrees that have already been conferred and return the original certificate to the OUHK at the time they collect their certificates for the honours degrees.

- 3.2 學生不可以一項學術資格同時透過「轉換學術資格」及「學分承認」兩種途徑，去修取另一學術資格。例如：學生使用一項已取得的公開大學學位資格，在另一項公開大學課程下申請學分承認，又同時向校方申請將其原有的學位以「轉換學術資格」方式，轉換為該項已申請學分承認的學術資格，有關的學分承認申請會即時終止，任何已獲給予的承認學分亦會取消。有關學分承認的查詢，請於辦公時間致電 2768 6624 與學分承認及畢業組聯絡。

Students are not permitted to use both the 'Relinquishment/Articulation' route and the 'Advanced Standing' route concurrently for obtaining a new award. For example, if a student has used a first OUHK degree to apply for advanced standing for a second OUHK degree, and at the same time applies for relinquishment/articulation from his/her first OUHK degree to that second OUHK degree, the respective advanced standing application will be canceled and any processing will be stopped. Also, any advanced standing credits so granted will be invalidated. Students intending to apply for relinquishment/articulation with advanced standing are advised to contact the Advanced Standing and Graduation Office at 2768 6624 for details.

4. 如有查詢，請於辦公時間致電 2768 6683 或 2768 6692 與學分承認及畢業組聯絡。

For enquiries, please contact the Advanced Standing and Graduation Office at 2768 6683 or 2768 6692.

如須本處寄回收訖通知，請填妥以下表格。如你於寄出本表格後七天內還未收到本處的收訖通知，請致電 2768 6683 或 2768 6692 與學分承認及畢業組聯絡。

Please complete the box below if an acknowledgement is required. If you do not receive our acknowledgement within 7 days from the date of posting this form, please contact the Advanced Standing and Graduation Office at 2768 6683 or 2768 6692.



姓名 Name:	_____
地址 Address:	_____

敬啟者：
Dear Student,

本處已收到你的 G-GR 表格，並會盡快通知你有關的申請結果。如你在二〇二一年八月六日(適用於二〇二一年八月之學術資格頒授)仍未收到本處的通知，請即致電 2768 6683 或 2768 6692 與學分承認及畢業組聯絡。

We acknowledge receipt of your Form G-GR which is being processed now. We will notify you of the results in due course. If you do not hear from us by 6 August 2021 (for August 2021 conferment), please contact the Advanced Standing and Graduation Office at 2768 6683 or 2768 6692 immediately.

教務處學分承認及畢業組
Advanced Standing and Graduation Office, Registry