

Academic Registry (Taught Postgraduate Studies Section) Application for Resumption of Studies after Leave of Absence

Name: _____ Std. No.: _____ Programme: _____ Major: _____

1. Period of Leave of Absence: From: _____ To: _____				
2. Resumption of Studies: _____ Semester/Trimester, Academic year				
3. Please seek clearance & signature from the staff-in-charge of the office				
OFFICE	MATTERS FOR CLEARANCE	Yes/No	Signature of the Office	Remarks
Taught Postgraduate Studies Section (AAB 904)	* Student ID Card Returned?			

** The student must sign the declaration below if the Student ID Card is lost.*

DECLARATION

I, _____, hereby declare that I have lost my Student ID Card. I will bear full responsibility for any illegal use of the said document(s).

Signature: _____ Date: _____

Student's signature: _____ **Date:** _____

Remarks: Once your application is approved and the tuition fee has been paid, a new student ID card will be issued to you for your use.

Approval from the Taught Postgraduate Studies Section	
() Approved for Resumption of Studies beginning _____	Semester/Trimester, Academic Year or D/M/YR
() Not Approved	
Comments, if any: _____	
Signature: _____	Date: _____
Section Head	

For Office Use Only	
<u>Actions and Data Entry:</u>	
<input type="checkbox"/>	Inform Dept/Programme/Supervisor
<input type="checkbox"/>	Inform Library
<input type="checkbox"/>	Update Student Record
<input type="checkbox"/>	Issue Student ID Card to Student (Original Expiry Date: _____ New Expiry Date: _____)
<input type="checkbox"/>	Check Course Enrolment Record
<input type="checkbox"/>	Tuition Fee
Staff-in-charge: _____	

Personal Data (Privacy) Ordinance and Personal Information Collection Statement

Persons who supply personal data in their applications to the Academic Registry (Taught Postgraduate Studies Section) for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. After the applications have been processed, relevant data will be transferred to the student record system of the University.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Taught Postgraduate Studies Section
Academic Registry
AAB 904, Level 9, Academic and Administration Building
Baptist University Road Campus
Hong Kong Baptist University
Kowloon Tong, Kowloon