I. PERSONAL PARTICULARS (to be completed by student)

Name: __________________________ University No.: __________________________

(Please fill in full name, surname first, in block letters)

Degree: _______________ Year: _______________

Email: __________________________ Telephone No.: __________________________

II. APPLY FOR (to be completed by student):

Please attach supporting documents to support your request (e.g. course details and transcript).

Please tick as appropriate:

☐ exemption

☐ timetable clash Courses with timetable clash: PSYC and _______________

☐ prerequisite not met Course to be taken without prerequisite: PSYC

☐ add / ☐ drop PSYC beyond the add-drop period (for non-Social Sciences students)

☐ others

Reason / Explanation (please attach separate sheet if necessary):

Solution (for timetable clash):

Date: ______________ Signature: ______________

III. RECOMMENDATION FROM DEPARTMENT OF PSYCHOLOGY

Recommendation (if any):

Date: ______________ Signature: ______________

Lecturer: ______________

☐ Approve ☐ Not approve

Recommendation (if any):

Date: ______________ Signature: ______________

Chief Examiner: __________________________

For Department use only

IV. To: Department of / Faculty of __________________________ Date: ______________

For your approval and action.