**Application to Changes to Study**

**境外联培项目学程异动申请表**

Please read the guidance note before completing the form.

**A. Student Information**

|  |  |
| --- | --- |
| NAME (in Chinese and English): |  |
| SUSTech ID: |  |
| Partner University: |  |
| Department at SUSTech: |  |
| Program Start Date (YYYY/MM): |  |

**TYPE OF CHANGE异动类型（please circle）:**

Withdrawal from the Joint Program退学/ Change of Supervisor转导师/ Change of Residency 离返南科大时间变更/Late Registration非秋季入学/ Leave of absence休学

Other, please specify:

**DETAILS OF CHANGE异动内容** (Please specify how you’d like to change your original study plan and schedule):

**REASON FOR CHANGE异动原因:**

###### B Supervisors

SUSTech Supervisor—Comments：

Signature: Date:

Co-supervisor at Partner U.—Comments:

 Signature: Date:

###### C Department

Comments

Signed by Dean & Stamp: Date:

###### D College/School

Comments

Signature: Date:

###### E Graduate School

Comments:

Date：

**Note：**

1. Students must attain the final approval from SUSTech Graduate School if they wish to make a change in the study arrangements. Such changes include, but not limited to, changing supervisors, requesting a leave of absence, postponing enrollment, changing study location or schedule.
2. The form must be signed by the student’s supervisors, home department（系）, and college or school（学院）at SUSTech. It should be submitted to the Graduate School at least 15 workdays before the proposed change.
3. By submitting the request, the student confirms that s/he is aware of related university policies and the implications to his/her stipend and student housing eligibility.
4. If the proposed change entails a period of absence, e.g. leave of absence for medical, personal, or academic reasons, the student should complete the *Pre-Departure Checklist* 《离校审批表-境外联培异动类离校》before actual departure.