



**Graduate Studies Division
Faculty of Arts and Social Sciences**

APPLICATION TO TAKE MODULES OFFERED BY ANOTHER DEPARTMENT/FACULTY OR ON S/U BASIS

(A) Student's Particulars			
Name: _____	Registration No: _____		
Course of Study: _____	E-mail: _____		
Home Department: _____	Contact Details: _____	Residence: _____	
		Mobile: _____	
Faculty: _____	(Applicable to non-FASS students only)		
Session: (AY) _____	Session (Semester) _____		
Proposed module (s) to be taken:			
Department (Offering the module)	Module Code	Module Title	*Additional Module to be Read on S/U basis (Y/N)
_____	_____	_____	_____
_____	_____	_____	_____
Reason(s) for application:			

Signature of Student: _____		Date: _____	
(B) FOR OFFICIAL USE ONLY:			
(I) Recommendation of Student's Supervisor(s) (applicable for graduate research students only):			
Approved / Not Approved			
Name & Signature: _____		Date: _____	
Name & Signature: _____		Date: _____	
(II) Recommendation of Student's Head of Department:			
Approved / Not Approved			
Name & Signature: _____		Date: _____	
(III) Recommendation of Lecturer(s), Department of _____ (Department offering module):			
Approved / Not Approved			
Name & Signature: _____		Date: _____	
Name & Signature: _____		Date: _____	
(IV) Recommendation of Head, Department of _____ (Department offering module):			
Approved / Not Approved			
Name & Signature: _____		Date: _____	

Instructions for Graduate Students

* Only applicable to FASS graduate research students. All FASS graduate research students are allowed to take additional modules over and above their module requirements on a Satisfactory/Unsatisfactory basis, subject to the approval of the Faculty. Graduate research students who wish to take additional modules on a Satisfactory/Unsatisfactory basis from their home Department in FASS should also use this form.

1. This application form can be used by both research and coursework graduate students.
2. Please complete Section (A) before submitting this form to your Home Department. Separate forms should be submitted for modules offered by different Departments/Faculties.
3. Please submit your request within one week from the commencement of the Semester (As soon as the class/exam time-table for the Semester is available, you should ensure that there is no class/exam time-table clash). Approval must be sought from your Home Department and the Department offering the module.
4. Students from non-FASS Faculties who wish to take modules offered by FASS should use this Form only if their respective Faculties do not have a similar form for applying to take cross-faculty modules.

Note to Department Administrators

5. The completed form should be returned to the Home Department. The Home Department will notify the student about the outcome of the application via e-mail and copy it to the respective Management Assistant Officers in the Graduate Studies Division.

Approval Process

