

**The Chinese University of Hong Kong
Graduate School
Declaration Form on Intention to Submit Thesis/Portfolio**

A. Note to Student

Student should complete Section I and seek the endorsement of the Supervisor(s) and approval of the Head of Graduate Division concerned.

B. Note to Division

The Division is requested to return the completed form, together with the form on nomination of Thesis/Assessment Committee to the Graduate School as soon as possible.

Section I (To be completed by student)

Name (Chinese) _____ (English) _____

Student ID No. _____ Mode of Study _____

Programme _____ Degree _____

Normative End Date _____ Maximum End Date _____

(1) Proposed date for submission of thesis/portfolio # _____
(dd) (mm) (yyyy)

Note: If the proposed date for thesis submission is beyond your expected graduation date, your expected graduation date will be extended automatically to the date you propose to submit thesis.

(2) Proposed thesis/portfolio title (Please print/type)
(The thesis title should be written in either English or Chinese)

(3) Language of thesis: English Chinese Others (please specify) _____

⇒ A summary of my thesis/portfolio proposal is given in the attachment.

I understand that I cannot submit thesis unless the External Examiner(s) had accepted the invitation and should not contact the External Examiner(s) on matters related to thesis examination.

Signature Date

Students should renew student I.D. card if the proposed date of thesis submission is beyond the normative study end date.

Section II (To be completed by Supervisor(s) and Head of Graduate Division)

Supervisor(s)

Approval recommended Approval not recommended

Comments (if any) _____

Name of Supervisor(s) Signature Date

Head of Graduate Division

Approved Not approved

Comments (if any) _____

Name of Head of Graduate Division Signature Date

Section III (For Graduate School use only)

	Updated on	Handled by
Proposed date of thesis submission		
Thesis/Portfolio title		
Extend Student I.D. Card Expiry Date New Expiry Date	Yes / No _____ (dd/mm/yyyy)	
Issue letter if proposed date of thesis submission is beyond normative study end date	Yes / No	

- The personal data provided on this form will be used by the Graduate School for the purpose of processing this application.*
- For correction of or access to the personal data after submission of this form, please contact the Graduate School by sending a request at <https://www.gradsch.cuhk.edu.hk/help/>.*
- Information provided on this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.*