



香港中文大學(深圳)
The Chinese University of Hong Kong, Shenzhen

Guideline for Change of Expected Graduation Term 延期毕业申请指南

Student Information System (学生信息系统): <https://sis.cuhk.edu.cn/psp/csprd/?cmd=login>

Recommended Browser (建议使用浏览器):

PC: Microsoft Internet Explorer 10.0 Version and above, Firefox, Apple Safari

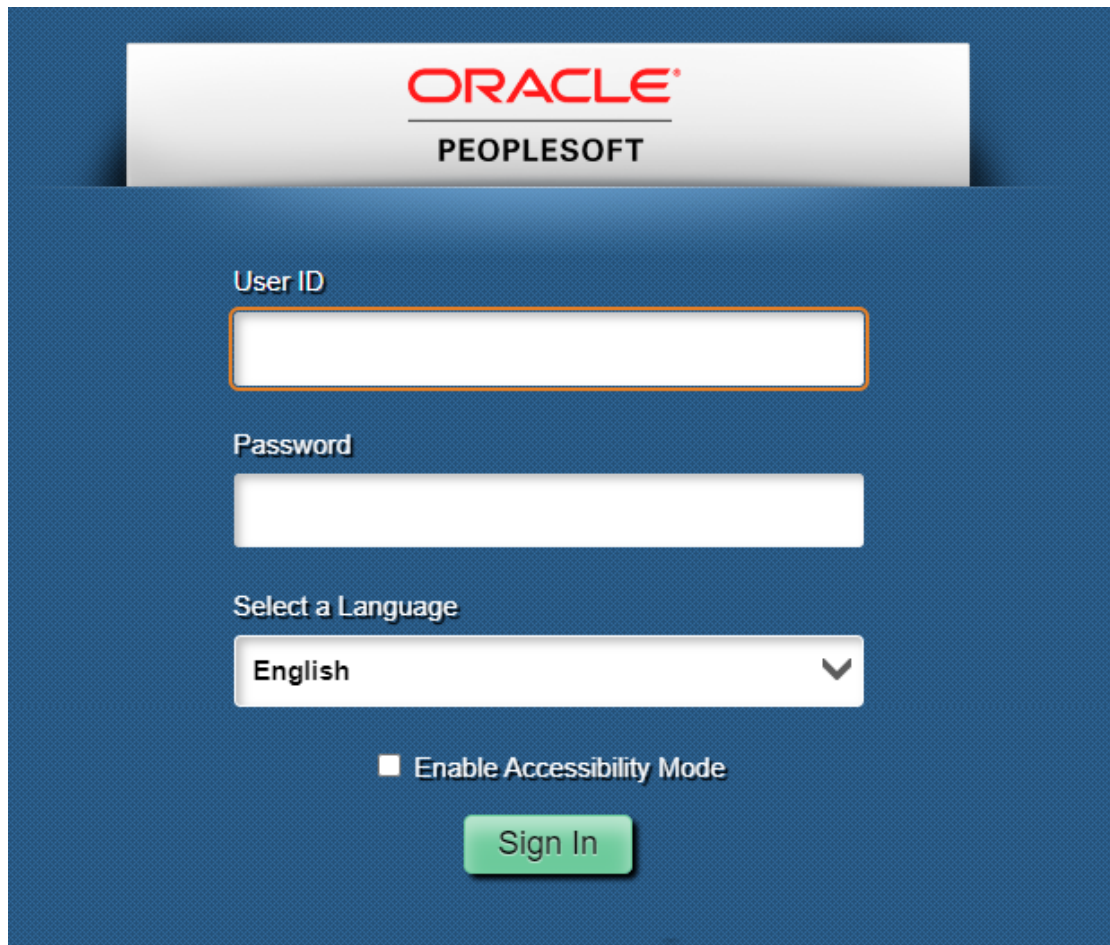
(电脑端 : IE 浏览器 10.0 版本以上、火狐浏览器、苹果 Safari 浏览器)

Mobile: Apple Safari Mobile, UC Browser

(移动端 : 苹果 Safari 浏览器、UC 浏览器)

1. Login Page (登陆页面)
2. Submitting the Application (提交申请)
3. Approval Process (审批流程)
4. Resubmitting the Application (重新提交申请)

1. The Login Page (登陆页面)



ORACLE[®]
PEOPLESOFT

User ID

Password

Select a Language

English

Enable Accessibility Mode

Sign In

- 1) Choose your preferred language (选择偏好的语言)
- 2) Enter your student ID as User ID (输入学号)
- 3) Input your password (输入密码)
- 4) Click the 'Sign In' button to login (点击“登陆”按钮)

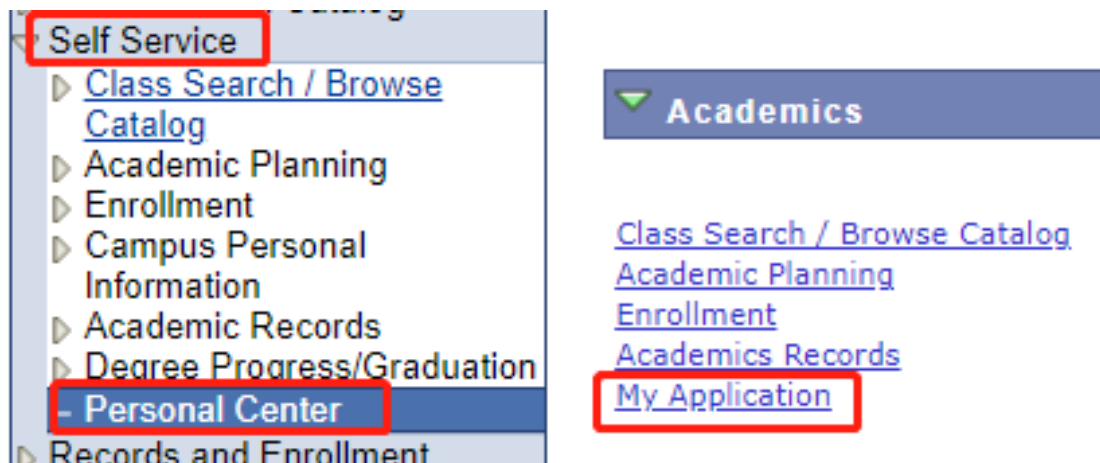
2. Submitting the Application (提交申请)

Please note that approved applications for extending the period of study CANNOT be revoked. Students are advised to carefully consider the potential impact of delaying graduation before applying.

请知悉，已通过的延期毕业申请不能撤销。请同学在提交申请前，充分考虑延期毕业可能带来的影响。

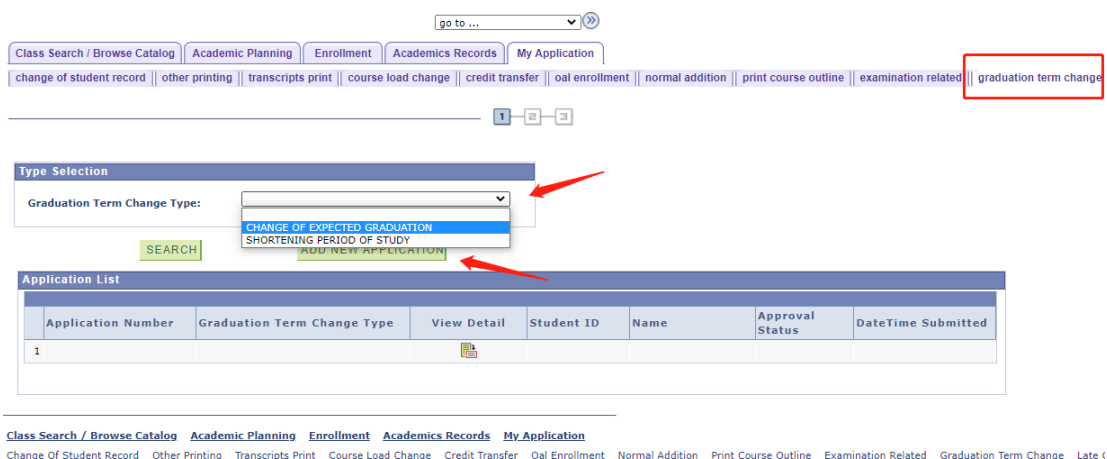
1) After logging into SIS, navigate to the **Personal Center**, and select **My Application**.

(登录 SIS 后，点击 **Personal Center**，进入 **My Application**)



2) Choose the **Graduation Term Change** tab, then **Add New Application** under the category of **CHANGE OF EXPECTED GRADUATION**.

(点击 **Graduation Term Change** 标签页，申请类别选择 **CHANGE OF EXPECTED GRADUATION**，点击 **Add New Application**)



3) Navigate to **Change to** menu, then select your new expected graduation term.

(至 **Change to** 菜单, 选择意向毕业的学期)

The screenshot shows the 'Application Information' page with the following details:

- Application No.: NEW
- Approval Status: Initial
- Change Type: CHANGE OF EXPECTED GRADUATION

The 'Term Information' section shows the current 'Expected Graduation Term' as 2520 (2025-26 Term 2). A red arrow points to the 'Change to' search icon.

The 'Look Up Change to' dialog box is open, showing a search for terms beginning with '26'. The search results are as follows:

Term	Description
2610	2026-27 Term 1
2620	2026-27 Term 2
2710	2027-28 Term 1
2720	2027-28 Term 2
2810	2028-29 Term 1
2820	2028-29 Term 2
2920	2029-30 Term 2

4) Download the **study plan template** from Attachment 1 and fill it out to make your study plan. This will help you monitor your academic progress. Please refer to the [study scheme](#) applicable to your year of admission for information.

(从附件 1 下载学习计划模板, 并制定填写个人学习计划。这将帮助你了解个人学习进展。请参考适用于你入学年份的[培养方案](#)。)

The screenshot shows the 'Attachment' section with the following information:

Please note: 01-Study Plan, 02-Unofficial Transcripts, 03-Personal Statement are required, while item 4 & 5 are optional. Please fill out the template of study plan and upload.

Attachment	Download
1 Template_of_Study_Plan_for_UG_Students.docx	Download

5) Navigate to **Outstanding Requirement(s)** and input the course code(s) and corresponding unit(s) of the course(s) you have not completed.

(请在 **Outstanding Requirement(s)**填写你尚未完成的课程代码及相应的学分)

6) Upload the required attachments.

(按要求上传附件材料)

File Type	Attachment Name	Upload	View/Download
01-Study Plan	Template_of_Study_Plan_for_UG_Students-SID-Name.docx	Upload	View/Download
02-Unofficial Transcript	Unofficial_Transcript-SID-Name.pdf	Upload	View/Download
03-Personal Statement	Personal_Statement-SID-Name.docx	Upload	View/Download
04-Course & Unit Exempted R	Course_Unit_Exempted_Record_on_SIS_(if_any)-SID-Name.pdf	Upload	View/Download

7) The submission button is located at the top of the page. Please read the relevant regulations before submitting your application.

(提交按钮位于页面顶部。提交申请前，请再次阅读相关规定)

[CHANGE OF EXPECTED GRADUATION] APPLICATION FORM

- According to Regulation 3.2 of the General Regulations Governing Undergraduate Studies, extension beyond the normative study period should only be made within the specified application period before the commencement of the last year of attendance of the normative study period. No such application shall normally be accepted after the commencement of a student's expected graduation term.
- The maximum study period for all undergraduates shall be the normative study period plus two years, i.e. normally six years from first registration, which shall include any periods of leave of absence and suspension of studies, but exclude any periods of compulsory military service as required by a Student's nation, unless otherwise recommended by the School Board and approved by the Director of Registry Services. The maximum study period for those undergraduates who suspend their studies for entrepreneurship activities could be considered in accordance with government regulations on a case-by-case basis and subject to approval.
- Schools will approve the student's study plan, before such application is submitted to the Director of Registry Services for final approval.
- A student admitted to CUHK(SZ) will also be registered as a student of CUHK, therefore, applicants who wish to apply for deferred graduation, should also be aware of and be subject to regulations on Degree and Other Awards stipulated in the Statutes of The Chinese University of Hong Kong.
- A student, who is approved to extend his/her study period and can successfully graduate by the end of the expected graduation term, shall pay the tuition fees according to his/her actual enrolled credit.

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3. Approval Process (审批流程)

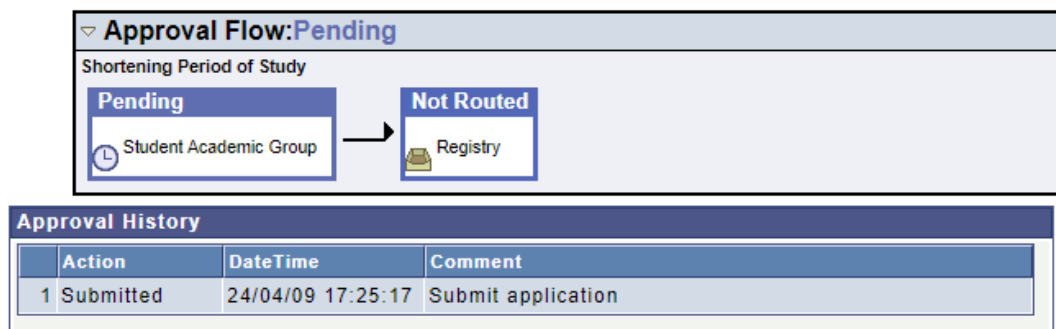
After submitting the application, students can track its progress and status via SIS. The approval progress, history, and any notes can be viewed at the end of the application page. The result of the application will be sent to the student via email notification.

(提交申请后，同学可以通过 SIS 跟踪申请进展和状态。在申请页面末尾，可以查看审批进度、历史记录和备注。申请结果将通过电子邮件通知学生)

The screenshot shows the SIS application interface. At the top, there is a navigation bar with tabs for 'Class Search / Browse Catalog', 'Academic Planning', 'Enrollment', 'Academics Records', and 'My Application'. Below the navigation bar, there is a search bar and a list of application types, with 'graduation term change' highlighted in a red box. The main content area is titled 'Type Selection' and contains a dropdown menu for 'Graduation Term Change Type' set to 'CHANGE OF EXPECTED GRADUATION'. Below the dropdown are 'SEARCH' and 'ADD NEW APPLICATION' buttons. Below this is an 'Application List' table with the following data:

Application Number	Graduation Term Change Type	View Detail	Student ID	Name	Approval Status	DateTime Submitted
1						

Class Search / Browse Catalog Academic Planning Enrollment Academics Records My Application



After obtaining endorsement from your own school, the application will be automatically forwarded to the Registry for final review, typically within five working days. However, during peak periods, processing times may be longer.

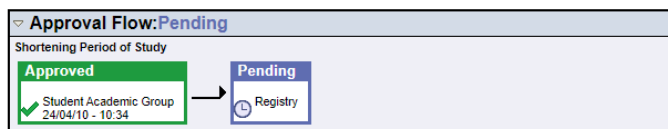
(学院审核通过后，申请将自动转至教务处进行最终审批，一般在 5 个工作日内完成。然而，在申请高峰期，处理时间可能延长)

4. Resubmitting the Application (重新提交)

If your application is returned, please fill in any missing information or upload relevant materials according to the notes in the approval history, and then resubmit the application.

(如果你的申请被退回，请根据审批记录中的备注补充缺失信息或材料，然后点击重新提交申请)

Upload				
File Type	Attachment Name	Upload	View/Download	
1 01-Study Plan	Template_of_Study_Plan_for_UG_Students-SID-Name.docx	Upload	View/Download	+ -
2 02-Unofficial Transcript	Unofficial_Transcript-SID-Name.pdf	Upload	View/Download	+ -
3 03-Personal Statement	Personal_Statement-SID-Name.docx	Upload	View/Download	+ -
4 04-Course & Unit Exempted R	Course__Unit_Exempted_Record_on_SIS_(if_any)-SID-Name.pdf	Upload	View/Download	+ -
5 05-Others	Official_Transcript_in_former_instituion_for_Credit_Transfer.pdf	Upload	View/Download	+ -



Approval History		
Action	Date Time	Comment
1 Pushed Back	24/04/10 10:47:47	Please submit the transcripts in your former institution used for the Credit Transfer under the Attachments Upload Tab
2 Approved	24/04/10 10:34:26	Approve
3 Submitted	24/04/09 17:25:17	Submit application

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Student Information			
Student ID:	Name:	Academic Career:	Undergraduate
School: School of Music	Major/Programme: Music Performance	Stream:	Strings
College: Shaw College	Year of Attendance: 2nd Year	Admit Term:	2022-23 Term 1
Gender:	Date of Birth:	Nationality:	China
Mode of Study: Full-time			