

B 01Add-Drop Elective Subjects

Objectives

1. To set a guideline for students who want to drop or add HKDSE elective subjects
2. To provide students with an equable environment for private studies

Guidelines

1. Dropping Subjects

- (a) All S4 Core subjects (Chinese, English, Mathematics Compulsory Part and Citizenship and Social Development) and elective subjects cannot be dropped. All S4 students must take 3 elective subjects offered in the school curriculum.
- (b) For S5 students,
 - (i) permission is only given to those students who have four elective subjects, including Japanese, Applied Learning courses and Music.
 - (ii) only dropping of elective subjects offered by institutions outside the school is permitted in the first term, including Applied Learning, Japanese or Music.
 - (iii) dropping an elective subject offered in the school is permitted in the second term if students take four elective subjects.
 - (iv) dropping an elective subject offered in the school curriculum will not be permitted for students who have tentatively approved to add an elective subject offered by the school in S4.
- (c) All S6 students must study at least two elective subjects which do not include Japanese, Music, Applied Learning courses and any self-studied subjects approved by School. They may request to drop one elective offered in the school curriculum.
- (d) S5 and S6 Students can only drop one elective subject throughout the Senior Secondary Levels.
- (e) S5 and S6 Students who wish to drop a subject offered in the school curriculum are required to consult the subject teacher and Class Teacher concerned and seek their support.
- (f) Each request to drop a subject (including elective subjects, Applied Learning courses, Japanese, Music and any self-studied subjects approved by School) must complete a request form, accompanied by a supporting letter from the parent and submit to Prefect of Studies within **five school days** after the beginning of the first term. Late application will not be entertained.
- (g) Applicants must continue to attend the lessons of the subjects they apply to drop until their application is approved by School.
- (h) For S5 and S6 students who originally study three elective subjects (excluding Japanese, Music, Applied Learning courses and any self-study subjects approved by School), if they drop one of the three elective subjects, they are requested to attend Chinese, English and Mathematics periods assigned by the school.

2. Adding of Subjects

- (a) All S4 to S6 students could study a maximum of four elective subjects, including three elective subjects offered in the school curriculum and an additional subject either offered by outside institutions or any one elective offered and approved by School.
- (b) S4 students may request to add an elective subject offered by other institutions, including Japanese, Music and Applied Learning courses and one elective offered by the school within the first month of the 1st school term.
- (c) Normally each student may add one subject only. Students who wish to add a subject are required to consult the subject teacher and Class Teacher concerned and obtain their support.
- (e) Subject teacher's recommendation should be based on the following considerations:
 - (i) positive learning attitude
 - (ii) good academic result of the related subject concerned in the previous year's yearly examination (For reference, the exam mark should be 75 or above, or the position in form of the subject should not be lower than the 25th percentile).
- (f) Approval will only be granted when the required standard is reached in the assessments/ tests/ examinations assigned.
- (g) Normally, only tentative approval will be granted to S4 students to add an elective subject in the school curriculum. Final approval will be granted in S6, after they have fulfilled all the above-mentioned requirements. The subject teacher concerned has the right to reject the request or withdraw the approval when the above-mentioned requirements are not fulfilled.
- (h) S5 students wishing to add an Applied Learning course offered by other institutions must apply by the end of S4.
- (i) S5 and S6 applicants of adding an elective offered by the school will not be entertained.
- (j) Normally each student may add one subject only.
- (k) Other requirements:
 - (i) Students will have to study the additional subject offered by the school on their own and sit the yearly examinations of the subject concerned.
 - (ii) To add a subject with School-based Assessment (SBA) component, the student must commit to fulfilling the requirements of the subject teacher for making assessments. He/she will be required to meet the subject teacher and complete assignments, etc. regularly.
 - (iii) To add Music, the student has to attend courses organized by recognized institutions. The Music Department will check the progress of the student.

Procedures

1. Students who wish to make a request to add or drop a subject have to submit a completed Request for Permission to Add/Drop Subjects Form (Appendix A), together with the necessary

supporting documents, to the Prefect of Studies via their Class Teacher before the announced deadline. Late application will not be entertained.

2. The Prefect of Studies will provide HODs and the subject teachers concerned with the list of students having dropped the subject after approval is given by the Principal.

Appendix A

Request for Permission to Add/Drop Subjects Form

Updated in August 2025

Kwun Tong Government Secondary School
Request for Permission to Add / Drop Elective

School Year: 202 -202

Please read the notes at the bottom of this page before you complete this request form.

Deadline for submission of this form: 05/02/2024 (Monday)

Name: _____ Class: _____ Class No. _____

Electives currently taking (including Music, other languages and applied learning subjects)

Elective 1 (X1): _____

Elective 2 (X2): _____

Elective 3 (X3): _____

Elective 4 (circle as appropriate):

Music / Japanese / Applied Learning (Please specify) _____

Elective to *Drop / Add: (delete as inappropriate)

Subject Teacher's Comment: (Please tick✓ the appropriate box)

Drop: ☐ Supported ☐ Not supported

Subject Teacher's Initial & Signature: _____

Class Teacher's Comment: (Please tick✓ the appropriate box)

☐ Supported ☐ Not supported

Remarks: _____

Class Teacher's Initial & Signature: _____

Parent's Letter AND copy of the LATEST examination report:

(Please tick✓ the appropriate box)

☐ Attached

Student's Signature: _____ Date: _____

For Office Use

☐ Approved

☐ Rejected

Date: _____

Notes:

1. *Students should consult their subject teacher and class teacher to obtain their comments and signatures in the form.*
2. *Students should check if all the necessary document(s) is/are attached to the form for submission before the deadline.*
3. *Late submission will NOT be entertained.*

觀塘官立中學 增修或退修高中選修科目指引

I. 申請程序

- 1) 申請表格可於校網內的學與教下載。
- 2) 學生必須於下述申請日期內將填妥的增修/退修選科申請表，連同家長同意書交予科任老師及班主任，最後由班主任把附有科任老師及班主任的支持證明文件轉交_____老師。逾期申請，將不獲受理。

II. 增修科目

- 1) 中四同學如增修 M1/M2 或已修讀 M1/M2 同學欲增修一科為學校現有提供的選修科目，須於學年開始後一個月內提出申請。
- 2) 增修科目申請不適用於中五及中六學生。學生如欲增修應用學習課程，須留意報名日期，並於指定時段內(中三下學期或中四下學期)申請。
- 3) 學生只可申請增修一科選修科目，而且必須為學校現有提供的選修科目。
- 4) 增修選修科目的學生不會編排入讀正規班，其增修科目的成績亦不會記錄在成績報告表上。
- 5) 科任老師會為增修科目的學生提供該科目之學習指導，如增修申請正式批准，學校將會為學生報考香港中學文憑試。
- 6) 學生在中三學年或中四學年可申請報讀應用學習課程，並必須先經校內面試，甄選及參考老師意見，方作出推薦決定。
- 7) 有意增修選修科的學生必須先獲得科任老師同意方可進行申請。一般情況下，校方於中四時原則上批准的增修選科（應用學習課程除外）申請屬臨時性質，惟學生必須達到下述第（8）項要求，於升中六時其增修申請才獲正式批准，否則科任老師將撤銷其申請。

8) 科任老師將根據下列因素考慮學生的申請：

- 學生的學習態度；
- 學生於該學科最近一次考試成績有良好表現（例如：該科考試成績達 75 分或以上，或全級名次不低於前列的 25%）；
- 學生須於中四階段滿足由有關增修科目老師所定的學習要求，並進行持續性學習及評估。

9) 學生不得因校方已批准增修的科目而退修原來的 3 個選修科。

III. 退修科目

1) 每名學生在高中學制下只可申請退修一科(包括應用學習課程、其他語言及報讀校外的音樂科)，核心科目不能退修。

2) 退修科目申請不適用於中四學生。

3) a) 退修科目申請只適用於中五修讀四個選修科目(其中一科須為甲部音樂科、乙部應用學習科目或丙部其他語言)之學生，並必須獲得科任老師及班主任同意。中五學生於上學期只可退修應用學習、日文或音樂，學生於下學期可退修校內選修科目。於中四增修學校提供選修科目的學生不能退修原來的三個選修科。

b) 中六學生於開課首五個上課天後不可申請退修選修科目。

4) 申請退修期限：

- 中五開課首五個上課天內；或
- 中五下學期開課首五個上課天內；或
- 中六開課首五個上課天內

5) 學校只在上述時段處理申請。學生遞交申請表後須繼續修讀科目直至其退修申請獲校方批准。

6) 學生不得重修經由校方批准的退修科目。

- 7) 成功申請退修的學生必須於已退修的課堂出席學校安排的中文、英文及數學課堂。