**THE CHINESE UNIVERSITY OF HONG KONG**

**Student Development Portfolio**

**🙚 Application Form for Change of Super Administrator 🙘**

**Important Notes:**

1. This form is used for reporting change of the super administrator of a unit.
2. The duly completed form should be returned to the I·CARE Centre for Whole-person Development by fax at 3942 0937 or via email at sdportfolio@cuhk.edu.hk.
3. To obtain more copies of this form, please download from <http://www.sdp.cuhk.edu.hk/forms>.
4. **Name of Unit**

College/ Faculty/ Department/ Office : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Super Administrator to be Replaced**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name (in English) | : |  | Staff ID | : |  |

1. **New Super Administrator**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name (in English) | : |  | (in Chinese) | : |  |
| Position | : |  | Staff ID | : |  |
| Tel. no. | : |  | E-mail address | : |  |

1. **Reason for Replacement**

🞎 Staff Duty Change 🞎 Personnel Movement 🞎 Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* *please tick the appropriate box*

1. **Endorsement by Head**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name (in English) | : |  | Position | : |  |
| Tel. no. | : |  | E-mail address | : |  |
| Signature | : |  | Date | : |  |

1. **For Office Use Only**

Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Processed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_