

LINGNAN UNIVERSITY
Application for Changing Study Programme

1. A Year 1 student is normally not allowed to change from one study programme to another. A student who wishes for special reasons to transfer from one study programme ^(Note) /Major Programme to another may consult his/her academic adviser, and must complete the below form and submit it to the Registry at least two weeks before commencement of the term from which the change is intended.
2. No student is allowed to join a study programme/Major Programme without fulfilling the entrance requirements at the study programme/Major programme level or equivalence.
3. All courses taken under the original study programme/Major Programme, regardless of passed or failed, should be kept in the academic records of the student. Both grades and credits of these courses will be transferred automatically to the new study programme/Major Programme. The course credits earned will be counted towards fulfillment of curriculum and graduation requirements of the new Major Programme, where appropriate. All courses will be counted towards calculation of G.P.As.
4. Normally not more than **75%** of the required number of credits for the award of the degree can be granted by credits transferred from the original study programme/Major Programme.
5. The period of studies in both original and new study programme/Major Programmes will be counted within the maximum study period specified in Academic Regulations Governing Undergraduate Studies.
6. A student may be advised to transfer to another programme if the Programme Director/Head of Department of his/her current programme, in considering his/her aptitude and suitability, deems it more appropriate to transfer him/her to another programme.
7. Non-local students are **not** allowed to change their study programme unless prior permission from the Immigration Department of the HKSAR has been obtained. Non-local students concerned must also take note of the HKSAR Immigration Policy concerning their maximum allowable period of stay in Hong Kong.

Note: for students whose Major Programme has not been allocated.

Name of Applicant in BLOCK Letters : _____ Year of Study : _____

Student No. : _____ Contact Tel. No. : _____

Original Study Programme/Major Programme : _____

Programme to be Changed to : _____

Reason : _____

I acknowledge that the successful change of study programme may affect my fulfilment of the graduation requirement of IELTS.

Major Programme	Minimum overall band score in IELTS (Academic)
Bachelor of Arts in Chinese; and Bachelor of Arts in Chinese Literature, History and Philosophy	6.0
Bachelor of Arts in Contemporary English Studies; and Bachelor of Arts in Translation	7.0
Programmes other than the above	6.5

Applicant's Signature : _____

Date : _____

For Student Aged Under 18:

Name of Parent/Guardian* in BLOCK Letters: _____ HKID Card/Passport* No.: _____

Signature of Parent/Guardian*: _____ Date: _____

** delete where appropriate*

Effective Term : _____
(to be filled by the Head of Department/Programme Director/#Faculty Dean of the Programme to be Changed to)

Remarks (if any) : _____

Approved :

Head of Department/Programme Director/#Faculty Dean
of the Original Programme

Date

Head of Department/Programme Director/#Faculty Dean
of the Programme to be Changed to

Date

#for students whose Major programme has not been allocated

Received :

Registry

Date

Personal Information Collection Statement:

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
3. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University.
For update/correction of personal data, please contact the Registry (registry@LN.edu.hk).

Registry's Use:

Check NUGC

Notify Immigration Department (for non-local students)

Student's record updated by _____ on _____

Copy sent to Centre of English and Additional Languages (CEAL) (ceal@ln.edu.hk):

by _____ on _____

Copy : () Head(s) of Department(s)/Programme Director(s)/Associate Dean(s) concerned () Applicant