1. Students are required to observe and follow the Regulations Governing Undergraduate Studies which are available at
    https://www.ln.edu.hk/reg/undergraduate-programmes/regulations-and-guidelines.

2. Please note the following important dates. For details, please refer to the Academic Calendar at
    https://www.ln.edu.hk/reg/useful-links/academic-calendar.

Date	Event
22 August 2023 (for Year 2 or above) 23 August 2023 (for Year 1)	Online Registration for new students (both 1st and 2nd Terms, 2023-24)
29 August 2023	Last day for submission of UG credit transfer/course exemption applications
29 August - 7 September 2023	Add/drop period of 1st Term, 2023-24
1 September - 4 December 2023	Class Period of 1st Term, 2023-24
9 - 18 January 2024	Add/drop period of 2nd Term, 2023-24
12 January - 26 April 2024	Class Period of 2nd Term, 2023-24

3. The normal study load of a full-time first year student should be 15 in a term and the maximum study load should be 30 credits in an academic year. The normal study load of a second year or above full-time student in a term should be in the range of 15 to 18 credits and the maximum study load in an academic year should be 33 credits. For details including extra credits issues, please refer to Section 8 of the Regulations Governing Undergraduate Studies.

4. A student will be put on academic probation in the following term(s) if his/her Cumulative G.P.A. is below 1.67. A student on academic probation cannot take more than 12 credits of courses per term except otherwise approved. The performance of a student on probation will be reviewed at the end of the term when he/she has taken cumulatively 12 or more credits of courses since he/she has been put on probation. At the time of review, if the student obtains a Cumulative G.P.A. of 1.67 or above, probation will be lifted. Otherwise his/her studies will be discontinued. For details, please refer to Section 20 of the Regulations Governing Undergraduate Studies.

5. A student should have completed 120 or more credits of courses and fulfilled all other graduation requirements as stipulated in the curriculum of his/her study programme. A student should also fulfil the requirements of the Integrated Learning Programme and Service-Learning. A student should pass the Information Technology Fluency Test. A student admitted in the 2017-18 academic year or after (except for those admitted to Year 3 in 2017-18) shall meet the English language graduation requirement by attaining a minimum overall band score in the International English Language Testing System (IELTS) applicable to his/her Major before he/she can graduate. Additionally, a student admitted from the 2021-22 academic year or after shall take the Password Test twice according to the stipulated timeframe before he/she can graduate. For details, please refer to Section 22 of the Regulations Governing Undergraduate Studies.

6. Students must follow registration procedures and any special instructions issued by the Registrar. They should familiarise themselves with the University regulations and the curricular structure of their programmes. They must pay particular attention to course and credit requirements, prerequisites for courses, normal study loads, and graduation requirements. Each student is required to meet in person with his/her academic adviser to consult him/her on his/her programme of studies at least once a term, including one meeting before the specific course registration session, if any. For details, please refer to Section 5 of the Regulations Governing Undergraduate Studies.

7. Students are responsible to make appointment to meet with their academic adviser. Students are required to input their Study Plans for coming academic year via DegreeWorks according to the programme structure and course offering list. Students have to complete their academic advising and make sure the course plan in DegreeWorks is approved and saved by their adviser before online registration period. Students who fail to input their study plans and the plans have not been approved by their advisers during the advising period will not be able to join the online registration in August. For details, please refer to
    https://www.ln.edu.hk/reg/undergraduate-programmes/academic-advising.

As in August 2023

8. A student must take his/her own responsibility in ensuring that he/she meets the requirements concerning course prerequisites, co-requisites and exclusion/restriction course. For the descriptions of courses and information on their prerequisites/restriction, please refer to
https://www.ln.edu.hk/reg/undergraduate-programmes/course-description.

9. In addition to a Major Programme, a student may register for one or two Minor Programme(s). The registration for a Minor Programme should be done by the end of the add/drop period in the first term of the final year of study. Normally a Minor Programme requires students to take 15 credits of courses. A student may use the credits assigned for free electives in the curriculum of his/her registered programme of studies to take courses leading to a Minor programme. For details, please refer to
https://www.ln.edu.hk/reg/undergraduate-programmes/programme-of-studies/minor-programmes-under-4-year-system.

10. A student with good academic achievements may register for double Majors upon approval by the Programme Directors/Heads of Academic Units of both the first and the second Majors. The student shall have achieved a Cumulative G.P.A. of 3.0 or above by the time when the application is made. The application can be made during the second year of study. The student approved to register for double Majors may need to study for more than 4 years in order to fulfill the requirements for attaining double Majors. For BSocSc students allowed to register for two Majors in the BSocSc programme, they are allowed to double count the foundation and capstone courses required for all students on the BSocSc programme and these are not counted in the maximum number of credits for double counting. For details, please refer to Section 6 of the Regulations Governing Undergraduate Studies.

11. A student may use the credits assigned for free electives to take courses in any disciplines to obtain the total number of credits required for graduation, subject to timetable, course load and study scheme constraints.

12. All new undergraduate students starting from 2016-17 intake are required to complete the Online Tutorial on Plagiarism Awareness by the end of their first year. Students will be blocked from the next course registration if they have not completed this Online Tutorial. For details, please refer to
https://www.ln.edu.hk/tlc/support-for-students/avoiding-plagiarism.

13. Students are required to observe the Regulations Governing University Examinations and Course Work which are available at *https://www.ln.edu.hk/reg/undergraduate-programmes/regulations-and-guidelines*. Any breach of regulations may constitute cases of misconduct and result in disciplinary actions.

14. Students should observe the Guidelines for Learning which are available at *https://www.ln.edu.hk/reg/undergraduate-programmes/regulations-and-guidelines*.

I fully understand point 1 to point 14.

Students aged under 18 are requested to seek endorsement from their parent/guardian when signing this document.

Student Name   : _____

Student ID: _____

Signature   : _____

Date   : _____

Name of Parent/Guardian*   : _____

Relationship with Student   : _____

Signature of Parent/Guardian* : _____

Date   : _____

*The appointment of guardian should follow the legal procedures as stated under the Guardianship of Minors in Hong Kong or any other related Ordnance in the respective countries/regions when such appointment is made.

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