

LINGNAN UNIVERSITY

Office of Mainland and International Programmes

Outgoing Student Exchange Programmes

Guidelines for Completing Study Plan Form

Step 1	<p><u>Study the following information carefully</u></p> <ul style="list-style-type: none">• This guidelines and the sample of the study plan form• The Lingnan Calendar to understand your requirements for graduation• The course information of your host institution at OMIP resource library, from host institution's website and by sending requests to host institution to find the course syllabus and descriptions of the courses you would like to take
Step 2	<p><u>Complete your study plan</u></p> <ul style="list-style-type: none">• Fill in the study plan with a list of courses you wish to take in priority order(minimum 12 equivalent Lingnan credits per semester) and the course information• Do include some alternatives in your list of courses• Don't forget to write down the programme requirement i.e. how do you want the course to be considered as free elective, programme required course etc• Please refer to "Table of Equivalencies" for the number of equivalent credit between your host institution and Lingnan University
Step 3	<p><u>Seek approval of your study plan</u></p> <ul style="list-style-type: none">• Consult the relevant authorities for advice and approval of your study plan *Please refer to Appendix A• Attach the course syllabus and description together with the study plan form for their consideration• Photocopy the finished study plan form for your own record and submit the original form to OMIP before your departure
Step 4	<p><u>Register for the courses</u></p> <ul style="list-style-type: none">• Do the course registration yourself at your host institution according to the study plan• In case some of the courses are not available, register for alternative courses
Step 5	<p><u>Make changes to the study plan</u></p> <ul style="list-style-type: none">• Upon your arrival, if you intend to change the study plan, you must contact and seek the approval from the relevant authorities by email before the end of add/drop period of the host institution• Please forward the ORIGINAL email to OMIP and state the changes of your study plan including course title, credits, programme requirements in the email
Step 6	<p><u>Processing of the credit transfer after your exchange</u></p> <ul style="list-style-type: none">• The transcript will be collected by OMIP and forwarded to Registry for the credit transfer processing. In case the transcript is sent to you, please send it back to OMIP• The original copy of transcript will be kept by Registry. You should request for your host institution an additional copy of transcript if you need one

Important Notes

1. It is YOUR responsibility to ensure that you get sufficient credits for graduation and the credits gained during the student exchange programme are transferable to Lingnan University.
2. The Senate approved that students are exempted from taking 2 units of the minimum requirement in each area of the Integrated Learning Programme (ILP) if they spend a semester abroad under the Student Exchange Programmes.
3. The University Senate resolved that the credits earned from host institutions would be recognized and transferred back to the University and counted towards graduation requirements. However, the grades obtained from courses taken under Student Exchange Programmes would not be counted in GPA calculation, but the actual grades so obtained would be shown in student's transcript.

Appendix A

Depending on the type of credits you would like to transfer back to Lingnan, you should consult different authorities. Please refer to the below chart and seek approvals from the relevant authorities according to the below **sequence**. (Students from **the Faculty of Business** should first discuss the study plan with their Academic Advisor before seeking approval)

Type of course	Courses with equivalent courses at Lingnan	Courses without equivalent courses at Lingnan	General Education courses
Approval authorities	<ol style="list-style-type: none">1. Subject Professor2. Head of Home Base Department3. <i>Programme Director*</i>	<ol style="list-style-type: none">1. Head of Home Base Department2. <i>Programme Director*</i>	<ol style="list-style-type: none">1. Subject Professor2. Director of General Education and Core Curriculum3. Head of Home Base Department4. <i>Programme Director*</i>

*For Students from the Faculty of Business or Social Sciences only