

Lingnan University

Office of Mainland and International Programmes

Student Exchange Programmes

Notes for Giving Approvals to Outgoing Exchange Student's Proposed Study Plan

**FOR HEAD OF DEPARTMENT, HEAD OF ANY OTHER RELEVANT DEPARTMENT,
AND/OR PROGRAMME DIRECTOR**

1. The student should have made a careful study of both the Lingnan University calendar and the overseas institution's catalogue/calendar **BEFORE** talking with you. If he/she has not done so, send him/her away to do so.
2. The student should present a tentative list of courses (and their equivalencies, if any). Please review the list and discuss the choices with them. Please try to look at the proposals in light of the student's overall requirements for graduation.
3. If you need more information about any of the courses, ask the student for the catalogue descriptions and/or syllabuses.
4. When possible, please take a flexible approach as the University feels that the international educational experience can be a very valuable part of a student's education.
5. Please refer to the attached "Table of Equivalencies" for credit-transfer information.
6. Once you are satisfied with the students' choices, please sign in the appropriate place.
7. **IF THERE ARE ANY SPECIAL CIRCUMSTANCES (CONCURRENT ENROLMENT IN A COURSE AT LINGNAN UNIVERSITY, ETC.), PLEASE ATTACH A MEMO TO THE FORM TO EXPLAIN THE MATTER.**