

Outgoing Student Exchange Programmes

Guidelines for Completing the Study Plan

FOR STUDENTS

1. **STUDY THE LINGNAN UNIVERSITY CALENDAR CAREFULLY** to be sure you fully understand your requirements for graduation. Keep in mind that your Programme Director, Head of Department, Academic Advisor, and others may assist you, **BUT** the final responsibility for assuring the courses you select will transfer for credit to Lingnan University and permit you to graduate rests with **YOU**.
2. **GO TO THE WEBSITE OF THE HOST INSTITUTION** at which you will be studying and find the class schedule for the term/semester for which you will be there (do not use just their catalogue/calendar). From their information, select courses that will be taught in the semester you will be abroad.
3. Meet with your Academic Advisor, Head of Department and Programme Director to seek advice and approval for your Study Plan.
4. If you choose a General Education course or equivalent, you need to obtain the approval of the Director of General Education.
5. For “Free Elective” courses, you should seek the approval of your Head of Department and/or Programme Director.
6. 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.
7. List the courses you want, **IN PRIORITY ORDER**, and indicate the number of courses you wish to take. Please note that you **MUST** take enough credits to qualify for a full-time student status at the host institution and at Lingnan University for immigration and Hong Kong funding (e.g. Government Grants & Loans) purposes.
8. After you have completed the form with all the necessary approvals, submit it as instructed to the Office of Mainland and International Programmes.
9. Keep in mind that there is **NO GUARANTEE** that the host institutions can give you the courses you request as your highest priorities.
10. Please refer to the attached “Table of Equivalencies” for credit-transfer information.
11. 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.