

LINGNAN UNIVERSITY

Application for Changing Study Programme

- 1. A Year 1 student is normally not allowed to change from one programme to another. A student who wishes for special reasons to transfer from one Major Programme to another must complete a prescribed form obtainable from the Registry 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 Major Programme without fulfilling its entrance requirements.
3. All courses taken under the original 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 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 Cumulative GPA.
4. Normally not more than 67% of the required number of credits for the award of the degree can be granted by exemption and credits transferred from the original Major Programme.
5. The period of studies in both original and new 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.

Name of Applicant in BLOCK Letters : \_\_\_\_\_ Year of Study : \_\_\_\_\_
Student No. : \_\_\_\_\_ Contact Tel. No. : \_\_\_\_\_
Original Major Programme : \_\_\_\_\_
Programme to be Changed to : \_\_\_\_\_
Reason : \_\_\_\_\_

Applicant's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Remarks : \_\_\_\_\_

Approved :

Head of Department/Programme Director of the Original Programme Date

Head of Department/Programme Director of the Stream/Programme to be Changed to Date

Received : Registry Date

Registry's Use Student's record updated by \_\_\_\_\_ on \_\_\_\_\_

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