LINGNAN UNIVERSITY

Registering/ De-registering 2nd Major Programme

Important Notes

1. A student who wishes to register for double Majors shall have achieved **a Cumulative G.P.A. of 3.0 or above**.
   - **For 2019-20 or earlier Year 1 Intakes, 2020-21 or earlier Year 2 Intakes and 2021-22 or earlier Senior Year Intakes with effect from the 2020-21 academic year:**
     The application can be made after the first term of the second year of study, and by the end of the add/drop period in the first term of the final year of study.
   - **For 2020-21 or later Year 1 Intakes, 2021-22 or later Year 2 Intakes and 2022-23 or later Senior Year Intakes:**
     The application can be made during the second year of study.
2. BBA students should not be allowed to register for two Major(s) under the same study programme.
3. Any Major programmes could be taken as a second Major except otherwise specified by the academic unit concerned. Each Major programme consists of 48 or more credits. To attain a second Major under the BBA/BSocSc programme, a student has to complete foundation, functional and research project/capstone courses specified in the curriculum, in addition to the courses specific for the Major programme. Nonetheless, 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.
4. Non-local students must take note of the HKSAR Immigration Policy concerning their maximum allowable period of stay in Hong Kong. Students concerned shall be responsible for any consequences that their approved application (if any) may lead to. For details, please contact the Immigration Department directly.

Application Procedures

1. Applicant should complete Part A1 and A2 of this form and submit it to the Departments of both current Major Programme (or study programme (Note)) and 2nd Major Programme.
2. If the application is approved, the Department will pass the form to the Registry for updating of student records.
3. Upon receipt of the form from the Department, the Registry will update the record accordingly and the student can view the updated record via Degree Works and transcripts.
4. If the application is not approved, the Department will notify the student concerned.

Note: for students whose Major Programme has not been allocated

Part A1: General Information

Name of Applicant : _____ Year of Study : _____
                              (in BLOCK letters)

Student No. : _____ Contact Tel. No. : _____

Current Major programme (1st Major) : _____

Current Cumulative G.P.A. : _____ Admit Year : _____
                                      (at least 3.0)

Part A2: Registering/ De-registering 2nd Major Programme

* Please delete as appropriate
 # BBA students should not be allowed to register for two Major(s) under the same study programme

2nd Major programme to be registered/de-registered* # : _____

□ ✓ *as appropriate*

□ I acknowledge that:
1. the successful registration for double Majors may need to study for **more than 4 years** in order to fulfill the requirements for attaining double Majors; and
2. a student is required to fulfil all the requirements for graduation within the maximum study period, viz. fourteen terms (twelve terms for a student admitted to Year 2 and ten terms for a student admitted to Year 3) from his/her first registration. Summer terms are not included in the maximum period of study; and
3. in addition to the academic adviser of the current Major, I am required to **meet the academic adviser of the 2nd Major** at least once a term.

_____   _____
Applicant's Signature   **Date**

Part B1: Confirmation by the Department of <u>CURRENT</u> Major Programme

* *Please delete as appropriate; □ ✓ as appropriate*

I   □ **approve /** □ **do NOT approve**   the above-named student to register/de-register* for 2nd Major.

_____   _____

Head of Department/Programme Director^   **Date**
of Current Major Programme

^ for students whose Major programme has not been allocated

Part B2: Confirmation by the Department of the **2nd** Major Programme

* *Please delete as appropriate; □ ✓ as appropriate*

□ I **do NOT approve** the above-named student to register/de-register* for 2nd Major.

□ I **approve** the above-named student to register/de-register* for 2nd Major. Details of his/her studies are as follows:

To be completed by Department of the 2nd Major Programme

Academic adviser of the 2nd Major : _____

Courses to be double counted

Notes:

1. A student may use the credits assigned for free electives (normally 27 credits) in the curriculum of his/her current Major to take courses leading to the 2nd Major.
2. The maximum number of credits for double counting to fulfil two categories of requirements among First Major, Second Major, Core Curriculum Cluster and free electives, is **27**.
3. Additional credits for double counting could be granted on a case-by-case basis.
4. Courses to be double counted shall be **taken** and **passed** at the time of submission of the application.
5. The number of courses to be double counted between Core Curriculum Cluster courses and each Major is limited to **two**.
6. For BSocSc students allowed to register for two Majors in the BSocSc programme, they are allowed to double count the 12-credit foundation and 3-credit capstone courses (Junior Research Project) required for all students on the BSocSc programme and these are not counted in the maximum number of credits for double counting.
7. If there are insufficient rows above, please write on a separate sheet to be attached to this application form.
8. In case of any changes on the courses to be double counted, a separate application form shall be submitted.

	Course Code	Course Title	Categories in **1st** Major [#]	No. of Credits
1				
2				
3				
4				
5				
6				
7				
8				
9				
Total No. of Credits to be Double Counted (**No more than 27 credits**, except a special approval [(Note 3)] is given)				

For BSocSc students registering for 2nd Major within BSocSc Programme only:

□ Double count the 12-credit foundation and 3-credit capstone courses (Junior Research Project) required for all students on the BSocSc programme.

\#   CL = Clusters;   MJ = Major;   FE = Free Elective

_____   _____

Head of Department/Programme Director^   **Date**
of the 2nd Major Programme

^ for students whose Major programme has not been allocated

Registry's Use	Copy :	Current Major:	Head of Department/Programme Director ( )
		2nd Major:	Head of Department/Programme Director ( )
	Student's record updated by _____ on _____		

copy : ( ) Applicant   Form 9.24   Aug 2023