

Administrative Rulings for Change of Study Mode and Conversion Tables

1. Applications for change of study mode would normally be allowed only within the normative period of study. Students beyond the normative period of study are not normally allowed to change their study mode.
2. Applications must be made not later than course registration of an academic year, or, in any subsequent term, before the add/drop period for the term. Late applications would not be accepted or would have to take effect from the next term. Students will pay the fees of the new study mode, if necessary. The payment we received earlier, which is non-refundable, will be carried forward to the following term, if applicable.
3. Our programme on the semester system have normally two terms (Term 1 and Term 2) per year, NOT including summer term, however, summer term may be held irregularly.
4. These administrative rulings have retrospective effect on applications made earlier.

I) Period of Study for Full-time (FT) Students Changing to Part-time (PT) Studies

Normative Period of Study		Maximum Period of Study		Term Completed as FT Student	FT Equivalence to PT	Remaining Period of Study		Pay requirement on a per course basis after the end of the following term*
FT	PT	FT	PT			Normative	Maximum	
1 yr. (2 terms)	2 yrs. (4 terms)	3 yrs. (6 terms)	5 yrs. (10 terms)	1 term	2 terms	2 terms	8 terms	5 terms

II) Period of Study for Part-time Students Changing to Full-time Studies

Normative Period of Study		Maximum Period of Study		Term Completed as PT Student	PT Equivalence to FT	Remaining Period of Study		Pay requirement on a per course basis after the end of the following term*
PT	FT	PT	FT			Normative	Maximum	
2 yrs. (4 terms)	1 yr. (2 terms)	5 yrs. (10 terms)	3 yrs. (6 terms)	1 term 2 terms 3 terms	1/2 term 1 term 1-1/2 terms	2 terms 1 term 1 term	6 terms 5 terms 5 terms	4 terms 4 terms 5 terms

* After changing his/her study mode, a student who has not satisfied the requirements for graduation after the end of the following term from the date of first registration will be required to pay a fee on a per course basis subsequently.

Notes: We have kept the students, who have changed their study mode earlier, informing that both normative and maximum study year after change of study mode will be reviewed. We will keep them informed of the most updated normative and maximum study year once confirmed.