

**Declaration of / Application for Course Substitution
for Taught Master's Degree Programmes**

1. A student may apply for retaking a failed required course or a required course with grade C+ or below by a substitute course with prior approval in writing by the Academic Unit concerned.
2. A student may retake a failed elective course or a passed elective course with grade C+ or below by another elective course in a subsequent term. The student is required to register the substitution with the relevant programme office prior to commencement of the term.
3. Course grades for all attempts, inclusive of any course substitute will appear on the student's transcript, but only the final grade and weighted points obtained will be taken in the calculation of the student's GPA and graduation requirements.

(Detailed relevant stipulations are available in the Regulations Governing Taught Master's Degree Programme)

Name : _____ Student No. : _____

Year of Studies : _____ Email address : _____

I would like to apply for substituting the **Required** course

(Course Code: _____ Course Title: _____ Original Course Grade: _____)

by the following course in the _____ Term of the Academic Year 20____ - ____:

Course Code: _____ Course Title: _____

*** AND / OR**

I would like to apply for substituting the **Elective** course

(Course Code: _____ Course Title: _____ Original Course Grade: _____)

by the following course in the _____ Term of the Academic Year 20____ - ____:

Course Code: _____ Course Title: _____

*Please delete as appropriate

Approved by: _____

Programme Director

Signature : _____ Date : _____

Personal Information Collection Statement

1. The purpose of collecting personal data by means of this form is to process your application for course substitution to the Master of Cultural Studies Programme.
2. In order to serve the specified purposes, the personal data collected may be transferred to the Registry for information.
3. The personal data collected will not be disclosed to third parties other than the afore-specified one without your approval, or unless required by law.
4. Unless indicated otherwise, all personal data requested in this form is required for its purposes. If such data is incomplete or inaccurate, we may not be able to process your application for course substitution.
5. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For such requests, please contact the MCS Programme Office at 2616 7496 or mcs@LN.edu.hk.

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Record updated by: _____ Date: _____

Copy to: ☐ The Student ☐ _____ ☐ _____ ☐ _____