### **User Guide for Online Submission of IELTS Results**

1. Log in to "myLingnan Portal" (<a href="http://www.ln.edu.hk/intranet.htm">http://www.ln.edu.hk/intranet.htm</a>). Click on the "Academics" tab and then click on "Student Services".



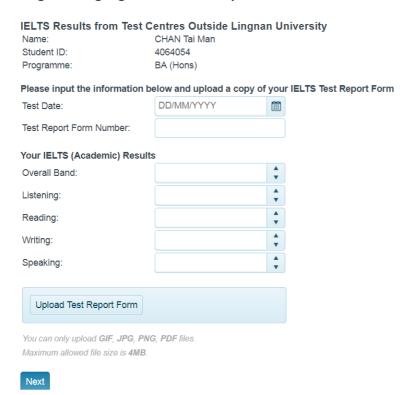
2. Click on "Submission of IELTS Results from Test Centres Outside Lingnan University".



- Registration
- > Student Records & Examinations
- > Online Application for Transcript
- > Application for Testimonial
- > Application for Temporary Certificates of Graduation
- > View Student Bank Account Information
- > Review of Grades / Reassessment
- > eFees Note for Student
- Major Selection for Year 1 BA Students
- > Discipline Major/Stream Selection for Year 2 Social Science Students (4-year programme)
- Stream Selection for Year 2 BBA Students
- > eDeferment for Student
- > Online Application for Testimonial
- Submission of IELTS Results from Test Centres Outside Lingnan University

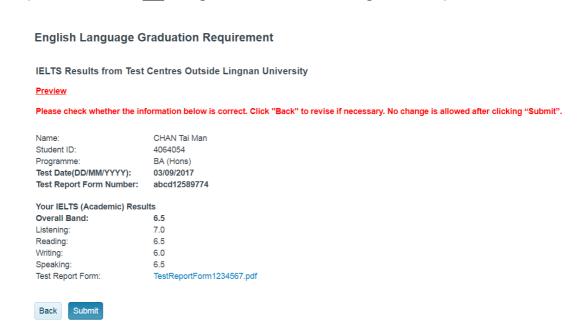
3. Input all the fields and upload a scanned copy of your IELTS Test Report Form. Then click the "Next" button.

### **English Language Graduation Requirement**



4. Check the information you have submitted. If you need to revise anything, click "Back". If no revision is needed, click "Submit".

(Please note that NO change is allowed after clicking "Submit".)



5. An acknowledgement web page will appear and an acknowledgement email will be sent to your LU email account.



English Language Graduation Requirement

## **IELTS Results from Test Centres Outside Lingnan University**

Your IELTS results have been uploaded and they will be verified before they are used for graduation evaluation. You will be notified by email when the verification is completed.

 Name:
 CHAN Tai Man

 Student ID:
 4064054

 Programme:
 BA (Hons)

 Test Date (DD/MM/YYYY):
 03/09/2017

 Test Report Form Number:
 abcd12589774

Your IELTS (Academic) Results			
Overall Band:	6.5		
Listening:	7.0		
Reading:	6.5		
Writing:	6.0		
Speaking:	6.5		

# Sample acknowledgement email

To: taimanchan2@ln.hk Cc: registry@ln.edu.hk

Subject: IELTS Results from Test Centres Outside Lingnan University

The following IELTS results you have uploaded will be verified before they are used for graduation evaluation. You will be notified by email when the verification is completed.

Your IELTS (Academic) Results				
Overall Band:	6.5			
Listening:	7.0			
Reading:	6.5			
Writing:	6.0			
Speaking:	6.5			

#### Notes:

- 1. According to University regulations, an overall band score of 6.5 in IELTS (Academic) is set as university-wide English language minimum graduation requirement while an overall band score of 7.0 in IELTS (Academic) is set as the requirement for English and Translation Majors and an overall band score of 6.0 in IELTS (Academic) is exceptionally approved for the Chinese Major and the Interdisciplinary Major in Chinese Literature, Histroy and Philosophy. Students may meet the requirement anytime before graduation but it is strongly recommended that students take IELTS after completion of the four English Language Enhancement (ELE) courses. Students whose IELTS score is below the required threshold shall retake IELTS. There is no limit on the number of retakes.
- Students admitted to Year 1 have to fulfil the English language graduation requirement within 5 years; those admitted to Year 2 within 4 years; and those admitted to Year 3 within 3 years. Nevertheless, exceptional approval for fulfilling the requirement in a longer period can be granted on a case-by-case basis under exceptional circumstances.
- 3. For more details about the English language graduation requirement, please see <a href="http://www.ln.edu.hk/reg/tselceep.php">http://www.ln.edu.hk/reg/tselceep.php</a>

6. When the verification of your submitted IELTS results is completed, you will receive an email informing you to check your fulfilment of the English language graduation requirement in Degree Works.

# **Sample Notification Email**

To: taimanchan2@ln.hk Cc: registry@ln.edu.hk

Subject: IELTS Results from Test Centres Outside Lingnan University

The following IELTS results you submitted have been verified. **Please check DegreeWorks to see whether you have fulfilled the English language graduation requirement.** Your attention is drawn to the maximum period for students to meet the requirement (see Note 2).

#### **Your IELTS (Academic) Results**

Test Date:	03/09/2017 abcd12589774	
<b>Test Report Form Number:</b>		
Overall Band:	6.5	
Listening:	7.0	
Reading:	6.5	
Writing:	6.0	
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#### Notes:

- 1. According to University regulations, an overall band score of 6.5 in IELTS (Academic) is set as university-wide English language minimum graduation requirement while an overall band score of 7.0 in IELTS (Academic) is set as the requirement for English and Translation Majors and an overall band score of 6.0 in IELTS (Academic) is exceptionally approved for the Chinese Major and the Interdisciplinary Major in Chinese Literature, Histroy and Philosophy. Students may meet the requirement anytime before graduation but it is strongly recommended that students take IELTS after completion of the four English Language Enhancement (ELE) courses. Students whose IELTS score is below the required threshold shall retake IELTS. There is no limit on the number of retakes.
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   Nevertheless, exceptional approval for fulfilling the requirement in a longer period can be granted on a case-by-case basis under exceptional circumstances.
- 3. For more details about the English language graduation requirement, please see <a href="http://www.ln.edu.hk/reg/tselceep.php">http://www.ln.edu.hk/reg/tselceep.php</a>