

LINGNAN UNIVERSITY

Registering/ De-registering 2nd Major Programme

Important Notes

- 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.
- Students are not allowed to register for two Major(s) under the same study programme.
- 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.

Application Procedures

- 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.
- If the application is approved, the Department will pass the form to the Registry for updating of student records.
- 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.
- 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 : _____ <i>(in BLOCK letters)</i>	Year of Study : _____
Student No. : _____	Contact Tel. No. : _____
Current Major programme (1 st Major) : _____	
Current Cumulative G.P.A. : _____ <i>(at least 3.0)</i>	Admit Year : _____
Part A2: Registering/ De-registering 2nd Major Programme	
* Please delete as appropriate	
# Students are not allowed to register for two Major(s) under the same study programme	
2 nd Major programme to be registered/de-registered* # : _____	
<input type="checkbox"/> ✓ as appropriate	
<input type="checkbox"/> I acknowledge that:	
<ol style="list-style-type: none"> 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 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 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 CURRENT Major Programme

✓ as appropriate

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

**Head of Department/Programme Director/^Faculty Dean
of Current Major Programme**

Date

^ for students whose Major programme has not been allocated

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

✓ as appropriate

I do NOT approved the above-named student to register/de-register for 2nd Major.
 I approved 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 2 nd Major Programme				
Academic adviser of the 2 nd 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 2 nd Major.				
2. The maximum number of credits for double counting to fulfil two categories of requirements among 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. The number of courses to be double counted between Core Curriculum Cluster courses and each Major is limited to two .				
5. If there are insufficient rows above, please write on a separate sheet to be attached to this application form.				
#	Course Code	Course Title	Categories in 1 st 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)				

CL = Clusters
MJ = Major
FE = Free Elective

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

Date

Personal Information Collection Statement:

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
3. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the Registry (registry@LN.edu.hk).

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