## LINGNAN UNIVERSITY Application for Taking a Gap Year

## **Important Notes:**

- 1. A student who wishes to engage in experiential learning such as internship, voluntary services, entrepreneurship and leadership related learning activities, may apply for taking a gap year to the Registrar.
- 2. Students who have completed the first year are eligible to take a gap year. They are allowed to take a year out once only except in extraordinary circumstances.
- 3. The period of gap year should normally be up to two terms but not necessarily within the same academic year. If the applicant fails to return to the University to continue studies at the end of the permitted period of gap year, he/she will be considered as having unofficially withdrawn from the University effective on the first day after the end of the permitted period of gap year.
- 4. Students should inform the Programme concerned and the Registry in case of changing the nature of work during the approved gap year.
- 5. Non-local students must comply with the HKSAR Immigration Policy concerning their maximum allowable period of stay in Hong Kong and their engagement in experiential learning such as internship, voluntary services, entrepreneurship and leadership related learning activities, whether paid or unpaid, in Hong Kong. Students concerned shall be responsible for any consequences that their approved application (if any) may lead to.

## **Application Procedures:**

- 6. Applicants should complete Part A1 of this form and submit it together with the relevant supporting documents to the Registry in a term prior to the gap year. The Registry and the unit(s) concerned may request the applicant to provide additional supporting document(s) as deem necessary.
- 7. The Registry will send this form to the Head of the applicant's Department/Programme Director concerned for recommendation in Part A2.
- 8. The Registrar will decide whether or not to approve the application and inform the applicant in writing with copy to parties concerned.
- The Registry will complete Part B and send a copy of this form to the concerned Head of Department/Programme Director when the applicant returns to the University.

* Delete as appropriate	
_	(Chinese, if any) : Student No. : Study/Major Programme :
Address:	
	Expected Year of Graduation :
Applied in previous Term(s)?	Yes", previously applied in Term of Academic Year
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Reason(s) for Taking a Gap Year (please attach supporting	g documents) / Changing the Nature of Work*:
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## **Personal Information Collection Statement:**

- 1. The purpose of collecting personal data by means of this form is to process this application only.
- 2. In order to serve the specified purpose(s), the personal data collected may be transferred to other units within the University for necessary actions, where applicable. All information provided will be destroyed in one year.
- 3. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point (b).
- 4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application cannot be processed.
- 5. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
- 6. 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 requests for access to personal data, please contact the Data Protection Officer at <a href="DPO@LN.edu.hk">DPO@LN.edu.hk</a>. For requests to correct/update personal data, please contact the Registry at registry@LN.edu.hk.
  July 2023