

LINGNAN UNIVERSITY
Office of Global Education
Outgoing Student Exchange Programmes

Guidelines on Completing Course Confirmation Form and Study Plan

Before you fill in the study plan, please review the following information carefully:

- This guidelines, the [course confirmation form](#) and the sample [study plan](#).
- The Academic Regulations to understand your graduation requirements (<https://www.ln.edu.hk/reg/undergraduate-programmes/programme-of-studies/programme-structure>).
- The course information of your host institution available on the OGE and host institution's websites.

Step 1	<u>Complete your study plan</u> • Fill in the study plan with a list of courses you wish to take in priority order, along with relevant course information. The courses should be at least at the undergraduate level and should not have similar course content to those already studied at Lingnan University. • Include some alternatives in your list of courses. • Write down the programme requirements i.e. how you would like your courses to be considered (e.g. free elective and programme required course). • For courses with Service-Learning components for S-L graduation requirement (SLR), put a tick in the field of "Service-Learning Components for SLR". • Please refer to Table of Credit Equivalence for the number of equivalent credits between your host institution and Lingnan University. • Check if you have filled in a minimum of 12 Lingnan credits per term for in-person semester exchange to qualify for full-time status. For credit-bearing virtual exchange programmes during regular semesters, you are required to take at least 12 credits at Lingnan University and take no more than 3 Lingnan-equivalent credits at the host institution per regular semester to maintain a full-time student status at Lingnan University. The maximum study load for in-person/virtual summer exchange is 2 courses (or 6 Lingnan credits). Students participating in virtual exchange programmes should observe the academic regulations and pay particular attention to the normal study load for a full time Lingnan student.
Step 2	<u>Seek approval for your study plan</u> • Consult relevant authorities for advice and seek approval for your study plan in person or via email. (Please refer to the "Checklist for Seeking Approval from Relevant Authorities" attached to study plan). • For courses WITH equivalent courses at Lingnan University (e.g. courses in major/ minor disciplines, cluster courses), approval from the Subject Professor at Step 1, approval from the Head of Department of the major programme at Step 4 (and Programme Director/ Delegate for BA GDS, BA Animation and Digital Arts, BBA or BSocSc students at Step 5) is required.

- For courses in major disciplines WITHOUT equivalent courses at Lingnan University (i.e. without course codes to be matched with), approval from the Head of Department of major programme at Step 4 (and the Programme Director/ Delegate for BA GDS, BA Animation and Digital Arts, BBA or BSocSc at Step 5) is required. For example, HST123 Mexican History 1821-1910 offered by a host institution, which is not on offer at Lingnan University and equivalent to 3 Lingnan credits, can be transferred as a History elective course with the approval from the Head of History Department. If such a course does not fall into a specific programme elective category/ discipline, it could be categorised as “Programme Elective - Unspecified Category (PE/U)” in the Programme Requirements column on the study plan.
- For minor courses WITHOUT equivalent courses at Lingnan University (i.e. without course codes to be matched with), approval from the Associate Dean of Faculty of Arts/ Head of Department/ Programme Director/ Delegate of the minor programme at Step 1 is required.
- For cluster courses WITHOUT equivalent courses offered at Lingnan University, you should submit your study plan to the Office of Core Curriculum at Step 2. For cluster courses WITH equivalent courses at Lingnan University, approval from the Subject Professor at Step 1 is also required.
- For English language courses WITH equivalent English Language Enhancement (ELE) elective courses (<https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-enhancement-ele-elective-courses>), you should submit your study plan to the Centre for English and Additional Languages (CEAL) for Steps 1 & 2. CEAL will communicate with the relevant course instructor/course-offering unit directly for consideration and inform the student of the approval result. For English language courses WITHOUT equivalent ELE elective courses, approval from the Head of CEAL (ceal@LN.edu.hk) is required at Step 2.
- For courses with Service-Learning components for S-L graduation requirement (SLR), approval from the Director of Service-Learning at Step 3, or Head of Department for BA and BSc students at Step 4, or Programme Director/ Delegate for BA GDS, BA Animation and Digital Arts, BBA or BSocSc students at Step 5 is required. You should contact the Office of Service-Learning (OSL) PRIOR to your departure to submit additional documents for completion of SLR. Courses with S-L components (equivalent to at least 3 Lingnan credits) are transferable for SLR. Voluntary/ Community Service without linking to a credit-bearing course at your host institution is NOT transferable for SLR. For details of SLR, please consult the OSL or refer to Point 10 at: <https://www.ln.edu.hk/osl/students/fag>.
- For double counting of course credits to fulfil two categories of requirements (i.e. major, core curriculum cluster and free electives), students who have been approved to take double majors should obtain approval from the relevant authorities of both major programmes based on the above sequences.
- Attach your study plan with all course information provided by your host institution. Include

	<u>course syllabi and outlines and clearly indicate the source of course information, such as website links, emails and course catalogue. Attach any additional course information (e.g. course duration, number of teaching hours per week, objectives, teaching methods, assessment methods and weights, content and hours of service-learning components (if applicable)).</u> • Make sure to photocopy the completed study plan for your own record and submit the original in person/ forward your study plan with signatures and any email(s) of approval (if applicable) via email to the OGE before your departure (COMPULSORY unless course information is not provided by your host institution).
Step 3	<u>Register for your courses</u> • Register for your courses at your host institution according to your approved study plan. • If some of the courses are not available, register for alternative courses.
Step 4	<u>Make changes to your study plan (if any)</u> • If you need to change your study plan during your exchange, you MUST revise the study plan and submit it to the relevant authorities for approval before the end of the add/drop period of the host institution. • List out ALL courses you intend to enroll in, even if the course(s) has/have been already approved in your study plan. If a course has already been approved, please tick “Approval Obtained”. • Forward your revised study plan with signatures and any ORIGINAL email(s) of approval (if applicable) to the OGE.
Step 5	<u>Complete your course confirmation form (for in-person semester exchange only)</u> • Fill in the course confirmation form with a list of registered courses BEFORE the end of the add/drop period at your host institution (a minimum of 12 Lingnan credits per term for semester exchange). • Obtain signature from the coordinator/advisor at your host institution to confirm your registered course. • Send your duly completed course confirmation form to the OGE.
Step 6	<u>Process credit transfer after your exchange</u> • To fulfill your graduation requirements, <u>you should complete all course assessments (e.g. assignments and examinations) before the end of the exchange period and check course results as soon as possible</u> e.g. via the online student system of your host institution to ensure that you will obtain sufficient credits. If not, you should consider taking immediate action, such as registering for additional/relevant courses at Lingnan University. • The original transcript will be collected by the OGE. If the transcript is sent directly to you, you should send it back to the OGE. • You will receive an email from the OGE with detailed information on credit transfer. Upon your confirmation, your transcript will be forwarded to the Registry for credit transfer processing. • The original transcript will be kept by the Registry. If you need an additional copy of the transcript, you should request it from your host institution.

Important Notes

1. It is YOUR responsibility to ensure that you earn sufficient credits for graduation and the credits gained during the Student Exchange Programmes are transferable to Lingnan University. Lingnan University reserves the right to review your academic results during your exchange or claw back any sponsorships as deemed appropriate. As stated in the Participation Agreement:

“Should I fail to complete the exchange study as scheduled for whatever reason, I understand that all expenses spent/ to be paid in relation to the SEP are my own responsibility and non-refundable in any case. I also undertake to pay back Lingnan University for any allowance/ sponsorships/ subsidies/ financial assistance/ scholarships granted and expenses paid on my behalf.

I shall, during my exchange study, enroll as a full-time student and meet the minimum academic standards, complete all coursework, prescribed tests and examinations (if any), and obtain satisfactory academic results as defined by Lingnan University and the host institution. I understand that, failure to complete the academic requirements at host institution may carry the same financial obligations as stated in clause 12 listed above.”

2. The University Senate approved that students are exempted from taking some units of the Integrated Learning Programme (ILP) if they spend a semester abroad under the Student Exchange Programmes (excluding summer and winter programmes). For details, please refer to ILP Unit Requirements on the Office of Student Affairs website at: <https://www.ln.edu.hk/osa/ilp/about/requirements>.
3. The University Senate resolved that for students participating in the Student Exchange Programmes, credits of recognised courses obtained from host institutions will normally be transferred to their undergraduate degree programmes at the University as approved by the Programme Director/Head of Department of their major programmes. The actual grades/marks of recognised courses obtained in host institutions will be shown in student transcripts, but will not be counted in the calculation of grade point averages.
4. If the credits from the student exchange programme(s) have not been transferred to undergraduate programme for fulfilment of graduation requirement at Lingnan University by the [cut-off date](#), graduation will be evaluated at the end of the subsequent term in which all requirements have been fulfilled.