

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 guideline, the [course confirmation form](#) and the [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 that you have included a minimum of 12 Lingnan credits per term in your study plan for semester exchange to qualify for full-time status. The maximum study load for summer exchange is 2 courses (or 6 Lingnan credits). The maximum study load in a winter exchange is 3 Lingnan credits. • If you plan to take course at Lingnan University concurrently during your exchange term, please complete the relevant section in the study plan and obtain the necessary approvals. Please ensure that the combined study load meets the minimum requirement of 12 Lingnan credits for the exchange term.
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). • Students are encouraged to keep Free Elective credits available for exchange credit transfer. For courses without equivalent courses at Lingnan University that are to be transferred as Free Electives, approval at Step 4 and Step 5 of BBA, BA (ADA) or BSocSc programmes is required. • For courses with equivalent courses at Lingnan University (e.g. courses in major, minor, cluster courses), the following approvals are required: ☐ ✓ Step 1: Approval from the relevant Subject Professor. ✓ Step 4: Approval from the Head of Department of your major programme. ✓ Step 5: Additional approval from the Programme Director is required for students of BBA, BA (ADA) or BSocSc programmes.

- For courses in **major disciplines without equivalent courses at Lingnan University** (i.e. there is no Lingnan course code available for course matching), approval from the **Head of Department** of your major programme is required at **Step 4**. An additional approval from the **Programme Director/Delegate** at **Step 5** is also required for students enrolled in **BBA, BA (ADA) or BSocSc** programmes.
- For **minor courses without equivalent courses at Lingnan University** (i.e. there is no Lingnan course code available for course matching), approval from the **Associate Dean of the Faculty of Arts, Head of Department, Programme Director**, or their **Delegate** of the relevant minor programme is required at **Step 1**.
- For cluster courses **without equivalent courses offered at Lingnan University**, you should submit your study plan to the **Office of Core Curriculum** for approval at **Step 2**. For cluster courses **with equivalent courses at Lingnan University**, approval from the relevant **Subject Professor** is also required at **Step 1**.
- For **English language courses with equivalent English Language Enhancement (ELE) elective courses** at Lingnan University, students should submit their study plan to the **Centre for English and Additional Languages (CEAL)** for **Steps 1 and 2**. CEAL will liaise directly with the relevant course instructor or course-offering unit for assessment and will 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**. Please refer to the ELE elective course list for reference:
<https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-enhancement-ele-elective-courses>
- For courses with **Service-Learning (S-L) components** that are intended to fulfil the **Service-Learning Graduation Requirement (SLR)**, approval from the relevant authority is required, including the **Director of Service-Learning (Step 3)**, the **Head of Department for BA and BSc students (Step 4)**, or the **Programme Director/Delegate for BA (GDS), BA (Animation and Digital Arts), BBA, and BSocSc students (Step 5)**, as applicable. Students wishing to transfer a course for SLR fulfilment must contact the **Office of Service-Learning (OSL)** prior to departure and submit all required supporting documents for assessment and approval. Only courses with Service-Learning components equivalent to **at least 3 Lingnan credits** are eligible for transfer towards the SLR. Voluntary or community service activities that are not linked to a credit-bearing course at the host institution are **not transferable** for SLR fulfilment. For details, please consult OSL or refer to Point 10 of the FAQ at:
<https://www.ln.edu.hk/osl/students/faq>.
- For the **double counting of course credits** to fulfil two categories of requirements (e.g. **major requirements, Core Curriculum Cluster Area Requirements, and free electives**), students who have been approved to pursue **double majors** must obtain approval from the relevant authorities of **both major programmes** in accordance with the approval sequence and procedures outlined above.
- Please attach your study plan together with the course syllabus, course outline, and supporting course information from the host institution. The source of the information (e.g. website, email, or course catalogue) should be clearly indicated to facilitate course assessment and approval.

	Students are required to retain a copy of the completed study plan for their own record and submit the study plan to the Office of Global Education (OGE) prior to departure. The study plan may be submitted by email together with all required signatures and any relevant approval email(s), where applicable. Submission of the study plan is mandatory.
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> • Revise and submit a new study plan if you make any changes during your exchange period. • Obtain approval from the relevant authorities before the end of the host institutions add/drop period. • List all courses you intend to enrol in, including courses that have already been approved. • For previously approved courses, please tick "Approval Obtained". • Forward the updated study plan with all required signatures to the OGE. • Attach any original approval email(s) (if applicable) when submitting the updated study plan.
Step 5	<u>Complete your course confirmation form (for semester exchange only)</u> • Fill in the <u>course confirmation form</u> 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 <u>coordinator/advisor at your host institution to confirm your registered course</u>. Send your duly completed course confirmation form to the OGE.
Step 6	<u>Process credit transfer after your exchange</u> • Complete all course requirements, including assignments and examinations, before the end of your exchange period to ensure you fulfil your graduation requirements. • Check your course results as soon as they are released by the host institution to confirm that you have earned sufficient credits. • If you do not obtain sufficient credits, you should take immediate action, such as enrolling in additional or relevant courses at Lingnan University. • OGE requires the original transcript for credit transfer processing. If you receive the original transcript directly from the host institution or download it from the host institution's student portal, please forward it to OGE as soon as possible. • 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 on Credit Transfer and Graduation

- **You are responsible for ensuring that you obtain sufficient transferable credits** during your exchange period to fulfil your graduation requirements at Lingnan University.
- Lingnan University reserves the right to review your academic performance during the exchange period and may withdraw or recover any sponsorships, subsidies, scholarships, financial assistance, or other support were deemed appropriate.
- If you fail to complete your exchange studies or fulfil the academic requirements of the host institution, you may be required to repay any allowances, sponsorships, subsidies, financial assistance, scholarships, or expenses paid on your behalf by the University.
- During the exchange period, you must maintain **full-time student status**, complete all required coursework, tests, and examinations, and achieve satisfactory academic results as required by both Lingnan University and the host institution.
- Students participating in a **semester-long exchange programme** (excluding summer and winter programmes) may be eligible for exemption from certain **Integrated Learning Programme (ILP)** requirements. Please refer to the Office of Student Affairs website for details.
- Credits earned from approved courses at the host institution are normally transferable to your undergraduate programme, subject to approval by the relevant Programme Director and/or Head of Department.
- Grades obtained at the host institution will be shown on your transcript but **will not be included in the calculation of your GPA at Lingnan University**.
- If your exchange credits have not been successfully transferred and applied towards your graduation requirements by the Registry's graduation assessment deadline, your graduation will be reviewed in the subsequent term after all requirements have been fulfilled.
- **Please note that OGE will only process credit transfers for exchange programmes that are officially arranged, approved, or nominated through OGE. Any exchange programme applied for independently by students will not be processed by OGE.**