

LINGNAN UNIVERSITY

Registering/ De-registering 2nd Major Programme

Important Notes

1. 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.
2. BBA students should not be allowed to register for two Major(s) under the same study programme.
3. 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. Nonetheless, for BSocSc students allowed to register for two Majors in the BSocSc programme, they are allowed to double count the foundation and capstone courses required for all students on the BSocSc programme and these are not counted in the maximum number of credits for double counting.
4. Non-local students must take note of the HKSAR Immigration Policy concerning their maximum allowable period of stay in Hong Kong. Students concerned shall be responsible for any consequences that their approved application (if any) may lead to. For details, please contact the Immigration Department directly.

Application Procedures

1. Applicant should complete Part A1 and A2 of this form and submit it to the Departments of both current Major Programme or study programme and 2nd Major Programme.
2. If the application is approved, the Department will pass the form to the Registry for updating of student records.
3. 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.
4. If the application is not approved, the Department will notify the student concerned.

Personal Information Collection Statement:

1. Lingnan University may collect, use and/or process the following types of personal data (a) basic identification, biometric data and personal information such as your name, age, gender, ID and passport numbers; (b) contact details such as your address, mobile number, email address and emergency contact; and (c) other information about you provided to Lingnan University.
2. The purpose of collecting/ using/ processing personal data by means of this form is to process applications for Registry Services. The Registry may use your emails and phone numbers for communication with you.
3. In order to serve the specified purpose(s), the personal data collected in this form may be transferred to other units within Lingnan University, which are located in the jurisdiction of Hong Kong. All information provided will be disposed of after all the required actions.
4. Without your express approval, or unless required/ permitted by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point 2.
5. Unless indicated otherwise, all personal data requested in this form is required for its purpose. If such data is incomplete or inaccurate, your application will be void or delayed.
6. Without your consent, Lingnan University will not use your personal information provided to us to conduct direct marketing, and you may opt-out from direct marketing at any time.
7. 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 to access your personal data, please contact the Chief Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Registry at registry@LN.edu.hk.
8. This Personal Information Collection Statement may be supplemented by the [Addendum to Personal Information Collection Statement – Mainland China](https://www.ln.edu.hk/reg/pics/mainland) (<https://www.ln.edu.hk/reg/pics/mainland>) and/or [Addendum to Personal Information Collection Statement – EU](https://www.ln.edu.hk/reg/pics/eu) (<https://www.ln.edu.hk/reg/pics/eu>) as applicable.

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Registering/ De-registering 2nd Major Programme

Part A1: General Information (to be completed by the student)	
Name of Applicant : _____ Year of Study : _____ (in BLOCK letters)	
Student No. : _____ Contact Tel. No. : _____	
Current Major programme (1 st Major) _____	
Current Cumulative G.P.A. : _____ Admit Year : _____ (at least 3.0)	
Part A2: Registering/ De-registering 2nd Major Programme (to be completed by the student)	
☐ ✓ as appropriate * Please delete as appropriate # BBA students should not be allowed to register for two Major(s) under the same study programme	
2 nd Major programme to be registered/de-registered* # : _____	
☐ I acknowledge that: 1. 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 2. 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 3. 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.	
☐ I confirm that I have read and understood the information in the application form, and declare that all the information I have provided to the University is complete and accurate.	
_____	_____
Applicant's Signature	Date

* Please delete as appropriate; ☐ ✓ as appropriate

Head of Department/Programme Director of Current Major Programme:

Date _____

* Please delete as appropriate; ☐ ✓ as appropriate

To be completed by Department/Programme Office of the 2nd Major Programme

Courses to be double counted

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 2nd Major.
2. The maximum number of credits for double counting to fulfil two categories of requirements among First Major, Second 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. Courses to be double counted shall be **taken** and **passed** at the time of submission of the application.
5. The number of courses to be double counted between Core Curriculum Cluster courses and each Major is limited to **two**.
6. For BSocSc students allowed to register for two Majors in the BSocSc programme, they are allowed to double count the 12-credit foundation and 3-credit capstone courses (Junior Research Project) required for all students on the BSocSc programme and these are not counted in the maximum number of credits for double counting.
7. If there are insufficient rows above, please write on a separate sheet to be attached to this application form.
8. In case of any changes on the courses to be double counted, a separate application form shall be submitted.

Total No. of Credits to be Double Counted
(**No more than 27 credits**, except a special approval ^(Note 3) is given)

☐ Double count the 12-credit foundation and 3-credit capstone courses (Junior Research Project) required for all students on the BSocSc programme.

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

Date

Student's record updated by _____ on _____