

LINGNAN UNIVERSITY
Application for Changing Study Programme

Important Notes

1. A Year 1 student is normally not allowed to change from one study programme to another. A student who wishes for special reasons to transfer from one study programme ^(Note) /Major Programme to another may consult his/her academic adviser, and must complete the below form and submit it to the Registry at least two weeks before commencement of the term from which the change is intended.
2. No student is allowed to join a study programme/Major Programme without fulfilling the entrance requirements at the study programme/Major programme level or equivalence.
3. All courses taken under the original study programme/Major Programme, regardless of passed or failed, should be kept in the academic records of the student. Both grades and credits of these courses will be transferred automatically to the new study programme/Major Programme. The course credits earned will be counted towards fulfillment of curriculum and graduation requirements of the new Major Programme, where appropriate. All courses will be counted towards calculation of G.P.As.
4. Normally not more than **75%** of the required number of credits for the award of the degree can be granted by credits transferred from the original study programme/Major Programme.
5. The period of studies in both original and new study programme/Major Programmes will be counted within the maximum study period specified in Academic Regulations Governing Undergraduate Studies.
6. A student may be advised to transfer to another programme if the Programme Director/Head of Department of his/her current programme, in considering his/her aptitude and suitability, deems it more appropriate to transfer him/her to another programme.
7. Non-local students are **not** allowed to change their study programme unless prior permission from the Immigration Department of the HKSAR has been obtained. Non-local students concerned must comply with the HKSAR Immigration Policy concerning their maximum allowable period of stay in Hong Kong.

Note: for students whose Major Programme has not been allocated.

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 3.
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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Application for Changing Study Programme

Part A1: General Information (To be completed by student)									
Name of Applicant : _____ (in BLOCK letters)	Year of Study : _____								
Student No. : _____ Contact Tel. No. : _____									
Original Study Programme/Major Programme : _____									
Original Study Programme/Major Programme is a ☐ UGC-funded ☐ Self-financed programme*.									
* Students studying in self-financed programme should consult their Department/Programme Office before submitting the application.									
Part A2: Application Information (To be completed by student)									
Programme to be Changed to : _____									
Reason: _____ _____									
☐ I acknowledge that the successful change of study programme may affect my fulfilment of the graduation requirement of IELTS.									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Major Programme</th> <th style="text-align: left; padding: 5px;">Minimum overall band score in IELTS (Academic)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Bachelor of Arts in Chinese</td> <td style="padding: 5px;">6.0</td> </tr> <tr> <td style="padding: 5px;">Bachelor of Arts in Contemporary English Studies; Bachelor of Arts in English Studies; Bachelor of Arts in Translation; and Bachelor of Arts in Translation, Cross-Cultural Studies and Corporate Communication</td> <td style="padding: 5px;">7.0</td> </tr> <tr> <td style="padding: 5px;">Programmes other than the above</td> <td style="padding: 5px;">6.5</td> </tr> </tbody> </table>	Major Programme	Minimum overall band score in IELTS (Academic)	Bachelor of Arts in Chinese	6.0	Bachelor of Arts in Contemporary English Studies; Bachelor of Arts in English Studies; Bachelor of Arts in Translation; and Bachelor of Arts in Translation, Cross-Cultural Studies and Corporate Communication	7.0	Programmes other than the above	6.5	
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Bachelor of Arts in Chinese	6.0								
Bachelor of Arts in Contemporary English Studies; Bachelor of Arts in English Studies; Bachelor of Arts in Translation; and Bachelor of Arts in Translation, Cross-Cultural Studies and Corporate Communication	7.0								
Programmes other than the above	6.5								
☐ 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								
For Student Aged Under 18:									
Name of Parent/Guardian* in BLOCK Letters: _____ HKID Card/Passport* No.: _____									
Signature of Parent/Guardian*: _____ Date: _____									
* delete where appropriate									

Part B1: Confirmation by the Department/Programme Office of <u>ORIGINAL</u> Programme		
☐ <i>✓ as appropriate</i> I ☐ approve / ☐ do NOT approve the application of the student (_____). <i>student's name</i>		
Head of Department/Programme Director of Original Programme:		
_____	_____	_____
Name	Signature	Date
Part B2: Confirmation by the Department/Programme Office of the Programme to be Changed to		
☐ <i>✓ as appropriate</i> I ☐ approve / ☐ do NOT approve the above-named student's application.		
Effective Term : _____ (to be filled by the Head of Department/Programme Director of the Programme to be Changed to)		
New Academic Adviser: _____		
Remarks (if any) : _____		
Head of Department/Programme Director of the Programme to be Changed to:		
_____	_____	_____
Name	Signature	Date
Part C: Submission to Registry		
Received : _____		
_____	_____	_____
Registry	Date	
Registry's Use:		
☐ Check NUGC ☐ Check ELGR ☐ Notify Immigration Department (for non-local students)		
Student's record updated by _____ on _____		
☐ Issue new LU card		
Copy sent to Centre of English and Additional Languages (CEAL) (ceal@ln.edu.hk) (only for change of ELGR):		
by _____ on _____		
Copy : () Head(s) of Department(s)/Programme Director(s) concerned () Applicant		