

Lingnan University Liberal Arts Summer Institute 2024 Application Guide

For LU Undergraduate Students

I. Important Notes

- Please read through the application guide contained therein before submitting applications.
- This application guide is applicable to LU undergraduate students. For other students, you may visit the following page: <https://www.ln.edu.hk/summer/applications/non-lingnan-students>.

II. General Information

Session	Study Period	Registration Period	Add/Drop Period
1	29 May – 10 July 2024	13 March 2024 (START at 10:00 a.m.) – 19 March 2024 (END at 11:59 p.m.)	29 May 2024 (START at 10:00 a.m.) – 4 June 2024 (END at 11:59 p.m.)
2	11 – 31 July 2024	(tentatively)	11 July 2024 (START at 10:00 a.m.) – 12 July 2024 (END at 11:59 p.m.)

III. Courses on Offer

- Please refer to the Registry webpage (Registry > Undergraduate Programmes > Course Registration\ Programme and Course Information\ Course Offering List) for the list of courses on offer. The University reserves the right to change/cancel any courses at its own discretion and applicants will be notified in advance of these circumstances.
- Students should check the prerequisite requirements of the course he/she intends to register by referring to the Registry webpage (Registry > Undergraduate Programmes > Course Description).
- For credit-bearing/language courses, grades of courses taken and/or retaken, regardless of pass or fail, will be shown in academic reports and transcripts.

IV. Online Registration Procedures

- Access the registration system via myLingnan Portal and log in by entering the user name and password, which is the same as those assigned for your University email account.
- Choose “Academics Matters”, click “Registration”, click the sub-menu “Select Term” and choose “Summer Term, 2023-24”.
- Click the sub-menu “Add/Drop Classes”. To select a course/section, go to the sub-menu “Look-up Classes to Add”.
- Click “Submit” after adding/dropping a course/section.

V. Tuition Fee

Non-final year students	Final year students, <i>i.e.</i> Students who will fulfil graduation requirements AFTER Term 2, 2023-24
<p>Credits of courses taken in a summer term will be counted in the maximum study load of the CURRENT academic year. If there are excess credits, they will be counted in the maximum study load for the FOLLOWING academic year^(Note 1) and students are NOT required to pay the tuition fees^(Note 2).</p> <p>For students who are on suspension in Term 2/both Terms 1 & 2, they are required to inform the Registry in writing in advance to confirm their resumption of studies in a summer term for necessary arrangements. Credits taken in a summer term will be counted in the maximum study load for the FOLLOWING academic year.</p>	<p>Students are required to pay the tuition fees, irrespective of having any remaining credits in their final year of study. They will be notified by email individually after their assessment results for Term 2 are confirmed, starting from mid-June 2024. The payment deadline is normally 1 week after the issuance of tuition fee notification.</p> <p>Meanwhile, the grade and credits will NOT be included as part of the degree study.</p> <p>Tuition Fees:</p> <ul style="list-style-type: none"> ➤ 3-credit course or language course: HK\$ 5,000 ➤ 1-credit course: HK\$ 1,700
Students on International or Mainland exchange programme	
Students are required to provide their credits information based on their current study/approved study plan for deciding whether they are required to pay the tuition fees.	

Notes:

1. For example, if a non-first year student has enrolled a total of 30 credits in Terms 1 and 2 of 2023-24, he/she may take up to 3 credits in Summer, *i.e. maximum annual study load minus actual enrolled credits in Terms 1 & 2 = 33 - 30*. If he/she ends up taking 6 credits in a summer term, 3 credits will be counted in the maximum study load for the following academic year.
2. In exceptional circumstances, approval can be granted by the Dean for a student to take up to **two** courses in a summer term with payment upon recommendation of the Programme Director/Head of Department concerned. Credits of paid courses in a summer term, if any, will not be counted in the maximum study load for the academic year or in the following academic year.

VI. Study Load

- LU students can take a maximum of **TWO** courses or **SIX** credits in Sessions 1 and 2 (including language courses).

VII. Application for Accommodation

- Applicants for Summer Institute may apply for on-campus residence. The Office of Student Affairs will announce the details in due course at <https://www.ln.edu.hk/osa/hostel/application>.

VIII. Enquiries

- For enquiries on course registration:

Registry

Telephone No. : (852) 2616 8750
Fax No. : (852) 2572 5178 or (852) 2463 9104
E-mail : summer@LN.edu.hk

- For enquiries on accommodation:

Office of Student Affairs – Hostel Team

Telephone No. : (852) 2616 7309
Fax No. : (852) 2891 4516
E-mail : osa-hostel@LN.edu.hk