

**LINGNAN UNIVERSITY**  
**Master of Science in International Banking and Finance Programme**

**Application for Course Substitution**

Name : \_\_\_\_\_ Student ID. : \_\_\_\_\_

**Regulations and Procedures for Course Substitution:**

1. A student must retake a failed core course or take a substitute course in the same cluster.
2. A student may retake a core course passed with grade C+ or below or take a substitute course in the same cluster.
3. A student who has failed an elective course or passed the elective course with grade C+ or below may retake it or substitute it with another elective.
4. A student may retake a course only twice.
5. Course grades for all attempts, inclusive of any course substitute as stipulated in points 1 to 3 above, will appear on the student's transcript, but only the final grade and weighted points obtained will be taken in the calculation of the student's G.P.As, and only the credits for the final attempt will be counted towards fulfillment of graduation requirements.
6. A student may retake only two courses passed with grade C+ or below.
7. A student is required to register the substitution with the MIBF Programme Office prior to commencement of the term.
8. A student shall be charged additional tuition fees for taking more than 10 courses in his/her studies.

Course(s) passed with grade C+ or below				Substitute Course		
Term	Course Code	Course Title	Grade	Term	Course Code	Course Title
___ Term, 20___ - ___				___ Term, 20___ - ___		
___ Term, 20___ - ___				___ Term, 20___ - ___		

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Approved by: \_\_\_\_\_ (Name: \_\_\_\_\_ )