

**LINGNAN UNIVERSITY**

**Application for Changing Study Programme**

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 <sup>(Note)</sup> /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.*

<b>Part A1: General Information</b>									
Name of Applicant : _____ <i>(in BLOCK letters)</i>	Year of Study : _____								
Student No. : _____	Contact Tel. No. : _____								
Original Study Programme/Major Programme : _____									
Original Study Programme/Major Programme is a <input type="checkbox"/> UGC-funded <input type="checkbox"/> Self-financed programme*.									
<i>* Students studying in self-financed programme should consult their Department/Programme Office before submitting the application.</i>									
<b>Part A2: Application Information</b>									
Programme to be Changed to : _____									
Reason: _____ _____									
<input type="checkbox"/> 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; and Bachelor of Arts in Chinese Literature, History and Philosophy</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 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; and Bachelor of Arts in Chinese Literature, History and Philosophy	6.0	Bachelor of Arts in Contemporary 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	
Major Programme	Minimum overall band score in IELTS (Academic)								
Bachelor of Arts in Chinese; and Bachelor of Arts in Chinese Literature, History and Philosophy	6.0								
Bachelor of Arts in Contemporary 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								
_____	_____								
<b>Applicant's Signature</b>	<b>Date</b>								
<b>For Student Aged Under 18:</b>									
Name of Parent/Guardian* in BLOCK Letters: _____ HKID Card/Passport* No.: _____									
Signature of Parent/Guardian*: _____ Date: _____									
<i>* delete where appropriate</i>									

<b>Part B1: Confirmation by the Department of ORIGINAL Programme</b>	
<input type="checkbox"/> <i>✓ as appropriate</i>	
I <input type="checkbox"/> <b>approve</b> / <input type="checkbox"/> <b>do NOT approve</b> the above-named student's application.	
_____	_____
<b>Head of Department/Programme Director of the Original Programme</b>	<b>Date</b>
<b>Part B2: Confirmation by the Department of the Programme to be Changed to</b>	
<input type="checkbox"/> <i>✓ as appropriate</i>	
I <input type="checkbox"/> <b>approve</b> / <input type="checkbox"/> <b>do NOT approve</b> 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) : _____	
_____	_____
<b>Head of Department/Programme Director of the Programme to be Changed to</b>	<b>Date</b>
<b>Part C: Submission to Registry</b>	
Received : _____	
_____	_____
<b>Registry</b>	<b>Date</b>

**Personal Information Collection Statement:**

1. The purpose of collecting personal data by means of this form is to process this application only.
2. In order to serve the specified purpose(s), the personal data collected may be transferred to other units within the University for necessary actions, where applicable. All information provided will be destroyed in one year.
3. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point (b).
4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application cannot be processed.
5. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
6. 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 for access to personal data, please contact the Data Protection Officer at [DPO@LN.edu.hk](mailto:DPO@LN.edu.hk). For requests to correct/update personal data, please contact the Registry at [registry@LN.edu.hk](mailto:registry@LN.edu.hk).

<b>Registry's Use:</b>	
<input type="checkbox"/> Check NUGC <input type="checkbox"/> Check ELGR <input type="checkbox"/> Notify Immigration Department (for non-local students)	
Student's record updated by _____ on _____	
Copy sent to Centre of English and Additional Languages (CEAL) ( <a href="mailto:ceal@ln.edu.hk">ceal@ln.edu.hk</a> ):	
by _____ on _____	
Copy : ( ) Head(s) of Department(s)/Programme Director(s) concerned      ( ) Applicant	