

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF SOCIAL SCIENCES**

**Application for Special Approval**

This form should be completed and returned **with supporting document(s) (i.e. the [Student Copy of Academic Transcript highlighting the concerned course\(s\) for our reference](#))** to the Faculty Office, 11/F, Jockey Club Tower, Centennial Campus, HKU or via email to [socscug@hku.hk](mailto:socscug@hku.hk). [Navigation path: SIS Menu > Academic Records> Transcript (Student Copy)]

**Part A: PERSONAL PARTICULARS**

Name : \_\_\_\_\_ University No. : \_\_\_\_\_ Curriculum/ : \_\_\_\_\_  
(Full name, surname first in block letters) Year (E.g.: BSocSc II)

Declared Major(s) / Minor(s) : \_\_\_\_\_ Latest CGPA : \_\_\_\_\_

HKU Email : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

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**Part B: APPLICATION FOR SPECIAL APPROVAL**

Please tick the appropriate box(es).

- (a) Overloading 36 credits in a semester (i.e. Total no. of enrolled credits: \_\_\_\_\_ in semester \_\_\_\_ of 20\_\_\_\_ - 20\_\_\_\_)
- (b) Overloading 72 credits in an academic year (i.e. Total no. of enrolled credits: \_\_\_\_\_ in 20\_\_\_\_ - 20\_\_\_\_)
- (c) Underloading 24 credits in a semester (i.e. Total no. of enrolled credits: \_\_\_\_\_ in semester \_\_\_\_ of 20\_\_\_\_ - 20\_\_\_\_)
- (d) Exceeding 108 introductory level credits<sup>^</sup> (i.e. Total no. of introductory credits: \_\_\_\_\_)
- (e) Enrolling in an introductory course(s) in my final year of study (i.e. Year: \_\_\_\_\_; Course Code(s): \_\_\_\_\_)
- (f) Leave of absence<sup>#</sup> (i.e. from semester \_\_\_\_ of 20\_\_\_\_ - 20\_\_\_\_ to semester \_\_\_\_ of 20\_\_\_\_ - 20\_\_\_\_)
- (g) Enrolling course(s) after Add/Drop period<sup>#</sup> (i.e. Course Code(s): \_\_\_\_\_ Subclass(es): \_\_\_\_\_)
- (h) Withdrawing course(s) after Add/Drop period<sup>#</sup> (i.e. Course Code(s): \_\_\_\_\_ Subclass(es): \_\_\_\_\_)
- (i) Others (please specify): \_\_\_\_\_

<sup>^</sup> Exceeded credits shall be counted on top of the normal study load.

<sup>#</sup> All applications shall be considered on a case-by-case basis after add/drop period of each semester.

Justification (please use an additional sheet if necessary):

Student signature : \_\_\_\_\_

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

**OFFICE USE**

From: \_\_\_\_\_ (via \_\_\_\_\_ )

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

Please complete and return the form to us after endorsement.

**Part C1: To be completed by the Associate Dean (Undergraduate Education) / Head(s) / Director(s) /  
Programme Director (BASc/BJ/BSW) / Programme Coordinator (China Studies) of Department / School / Centre**

**I.** To: \_\_\_\_\_

I **SUPPORT / DO NOT SUPPORT\*** the application.

Recommendation (if any): \_\_\_\_\_  
\_\_\_\_\_

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

( \_\_\_\_\_ )

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**II.** To: \_\_\_\_\_

I **SUPPORT / DO NOT SUPPORT\*** the application.

Recommendation (if any): \_\_\_\_\_  
\_\_\_\_\_

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

( \_\_\_\_\_ )

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**Part C2: To be completed by the Dean / Chairman of the Board of Faculty of Social Sciences / Chairman of the Board of  
Studies [BSocSc (Government & Laws) & LLB / BASc]\***

I **APPROVE / DO NOT APPROVE\*** the application.

Recommendation (if any): \_\_\_\_\_  
\_\_\_\_\_

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

(Dean / FB Chairman / BoS Chairman\*)

(\* Please delete as appropriate)