

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. [Navigation path: SIS Menu > Academic Records > Transcript (Student Copy)]

Part A: PERSONAL PARTICULARS

Name : _____	University No. : _____	Curriculum/ Year : _____	(Full name, surname first in block letters) (E.g.: BSocSc II)
Declared Major(s) / Minor(s) : _____	Latest CGPA : _____		
HKU Email : _____	Mobile No. : _____		

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[^] (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[#] (i.e. _____ OR from ____/____/____ to ____/____/____) (i.e. DD/MM/YYYY)
- ☐ (g) Enrolling course(s) after Add/Drop period[#] (i.e. Course Code(s): _____ Subclass(es): _____)
- ☐ (h) Withdrawing course(s) after Add/Drop period[#] (i.e. Course Code(s): _____ Subclass(es): _____)
- ☐ (i) Others (please specify): _____

[^] Exceeded credits shall be counted on top of the normal study load.

[#] 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 : _____

Part C1: To be completed by the Assistant Dean (Teaching & Learning) / Head(s) / Director(s) of Department / School / Centre / Programme Director (BASc/BJ/BSW) / Programme Coordinator (China Studies)

I. To: _____

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

Recommendation (if any): _____

Signature: _____ Date: _____
(_____)

II. To: _____

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

Recommendation (if any): _____

Signature: _____ Date: _____
(_____)

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

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

Recommendation (if any): _____

Signature: _____ Date: _____
(Dean / FB Chairperson / BoS Chairperson*)

(* Please delete as appropriate)