

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 courses of this academic year for our reference)** to the Faculty Office, 11/F, Jockey Club Tower, Centennial Campus, HKU. [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, Exchange)

Declared Major(s) / Minor(s) : _____ Latest CGPA : _____

HKU Email : _____ Mobile No. : _____

Part B: APPLICATION FOR SPECIAL APPROVAL

Please tick the appropriate box(es).

(a) Adding/Dropping course after Add/Drop period

ADD										DROP									
Course Code (Subject Area + Catalogue Number) e.g. CHEM1001, CHEM1001FY										Course Code (Subject Area + Catalogue Number) e.g. CHEM1001, CHEM1001FY									

- (b) Overloading 36 credits in a semester (i.e. Total no. of enrolled credits: _____ in semester ____ of _____ academic year)
- (c) Overloading 72 credits in an academic year (i.e. Total no. of enrolled credits: _____ in _____ academic year)
- (d) Underloading 24 credits in a semester (i.e. Total no. of enrolled credits: _____ in semester ____ of _____ academic year)
- (e) Exceeding 108 introductory level credits (i.e. Total no. of introductory credits: _____)
- (f) Enrolling in an introductory course(s) in my final year of study (i.e. Year: ____ ; Course Code(s): _____)
- (g) Leave of absence (i.e. from semester ____ of _____ academic year to semester ____ of _____ academic year)
- (h) Others (please specify): _____

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: _____

(_____)

II. To: _____

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

Recommendation (if any): _____

Signature: _____ Date: _____

(_____)

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)