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 : _____ (*Full name, surname first in block letters*)
University No. : _____
Curriculum/ Year : _____ (*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 : _____

OFFICE USE

From: (via)
Date:
Please complete and return the form to us after endorsement.

Part C1: To be completed by the Assistant Dean (Undergraduate Education) / Head(s) / Director(s) of Department / School / Centre / Programme Director [BA(GCIN)/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 [BA(GCIN)/BASc/BSocSc (Government & Laws) & LLB]*

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

Recommendation (if any): _____

_____

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

(Please delete as appropriate)*