**BE84/713**

**amended**

**THE UNIVERSITY OF HONG KONG**

**FACULTY OF BUSINESS AND ECONOMICS**

**Application for Credit Overload/Underload**

Please complete Part A and return to the Faculty Office at Room 401, 4/F, K.K. Leung Building. Please see application procedures overleaf.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Surname) (First)

Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Curriculum: 3-Year/4-Year\* Year of Study: 1 / 2 / 3 / 4/ EXCH /VISIT\*

Email: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HK Contact Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Credit Overload/Underload**

I would like to apply for credit overload/underload\* in the first/ second semester\* of\_\_\_\_\_\_\_\_ academic year.

I plan to take \_\_\_\_\_ credits in this semester and it amounts to a total of \_\_\_\_\_\_credits for

my study in \_\_\_\_\_\_\_\_\_\_academic year.

Reason(s):

*(Please check the box as appropriate)*

⬜ Exchange – host institution allows credit overload/underload

⬜ To fulfil my major/minor requirements

⬜ For timely graduation

⬜ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Note: supporting documentation and study plan (i.e., the courses you are going to take in current academic year or throughout the course of the study) must be provided and attached to this application form.

**Student’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of submission:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Endorsement/Approval (for Faculty Office use only) Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   1. Endorsement of Programme Director:

|  |  |  |
| --- | --- | --- |
| Authority | Signature | Decision & Date |
| BBA/BBA(Acc&Fin) Programme Director  BBA (IBGM) Programme Director  BBA(IS) & BEng(CS) Programme Director  BBA(Law) & LLB Programme Director  BEcon/BEcon&Fin Programme Director  BFin(AMPB) Programme Director  BSc(QFin) Programme Director |  | Supported / Not supported\*  Date: |

2. Faculty Board Approval:

|  |  |  |
| --- | --- | --- |
| Faculty Board Chairman, FBE |  | Approved / Disapproved\*  Date: |

*\*Please delete as appropriate*

**Application Instructions**

1. The applicant shall complete Part A only, and should type and submit the signed application form with supporting documentation to the Faculty Office located at Room 401, 4/F, K.K. Leung Building. The office hours of the Faculty Office are Monday to Friday – 9:00 am to 1:00 pm and 2:00 pm to 5:50 pm. Saturdays, Sundays and Public Holidays – closed.
2. Applications with incomplete information or insufficient documentation will not be processed.
3. Applicants will be informed of the results by the Faculty Office.

Amended October 2017