**BE87/713**

**amended**

**THE UNIVERSITY OF HONG KONG**

**FACULTY OF BUSINESS AND ECONOMICS**

**Application for Waiver of Pre-requisite**

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. **Waiver of Pre-requisite**

I would like to enrol in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(course code and title)

in the first/ second semester\* of \_\_\_\_\_\_\_\_\_\_\_\_\_\_academic year and apply for a waiver of its pre-requisite requirement(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(course code and title)

Reason(s):

⬜ I have taken a course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (course code and title) that is mutually exclusive to the pre-requisite.

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

Note:

1. Supporting documentation (e.g., transcript) 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.
2. I acknowledge that the basic knowledge as taught in the pre-requisite course is vital for my continuous learning and that I may run the risk of not performing satisfactorily in the course that I am requesting to enrol in. I shall take any consequences incurred, and shall not hold the Faculty or the instructors concerned responsible.

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

1. **Endorsement/Approval (for Faculty Office use only) Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   1. Endorsement of Course Lecturer/Field Coordinator (for FBE students only) : Supported / Not supported\*

Reason(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name) (Signature) (Date)

* 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: |

3. Faculty Board Approval (for FBE students only):

|  |  |  |
| --- | --- | --- |
| 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