**BE88/713**

**amended**

**THE UNIVERSITY OF HONG KONG**

**FACULTY OF BUSINESS AND ECONOMICS**

**Application for Taking Extra Introductory/ Junior/ Year One Level Courses**

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. **Taking Extra Introductory/ Junior/ Year One Level Courses**

I would like to apply for taking more than 78 (3-year curriculum)/102(4-year curriculum)\* credits of introductory/ junior/ year one level courses in the curriculum. I am enrolling in a total of \_\_\_\_\_\_\_\_\_\_\_\_credits of introductory/ junior/ year one level courses.

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

Note:

1. Supporting documentation must be provided and attached to this application form
2. I acknowledge that the application will be considered given that I have fulfilled all the minimum requirements of the curriculum as stated in the Regulations and Syllabuses. The extra credits attained from the introductory/ junior/ year one level courses shall be counted on top of the 180 credits (3-year curriculum)/ 240 credits (4-year curriculum) required for graduation, thus I may run the risk of not performing satisfactorily in the courses that I am going to enrol in. I shall take full responsibility for 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 Programme Director:

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

* 1. 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