THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Application for Undertaking Special Study Load
[Applicable to **BA** and **BA&LLB** students]

Notes:

1. Students who wish to undertake a special study load in an academic year (including the summer semester) are required to submit this application form to the Board of the Faculty via the Faculty Office for approval, including those who wish to:
   (a) undertake **below 24 credits** in Semester 1 or Semester 2 (except in the last semester of study when the number of outstanding credits required to complete the curriculum requirements is fewer than 24 credits); or
   (b) undertake **over 36 credits** in Semester 1 or Semester 2 (Year 1 students are ineligible to apply under this category, see Note 2 below); or
   (c) undertake courses in the summer semester (either courses taken at HKU or taken elsewhere with approved credit transfer), **exceeding the annual study load of 72 credits in an academic year** (including the summer semester).
2. Year 1 students are not allowed to take more than 36 credits in Semester 1 or Semester 2 in their first year. However, if they wish to study beyond 72 credits of annual study load and study more courses in the summer semester (either courses taken at HKU or taken elsewhere with approved credit transfer), they may apply so by submitting this application form.
3. In terms of the BA curriculum load, **the total number of credits taken cannot exceed the maximum curriculum study load of 288 credits for the normative study period of 4 years**, except for students who are required to make up for failed credits may take up to 432 credits.
4. In calculating your study load for each semester of study, please note that the credits of a full-year course should be divided equally between the first and second semesters.
5. Please complete and submit this application form to the Arts Faculty Office (address: Room 405, 4/F, Run Run Shaw Tower, Centennial Campus; email: arts@hku.hk).

I. PERSONAL PARTICULARS

Name: _____ BA Year: _____ University No.: _____
Surname First Name

Contact No.: (*Home/ Hall) _____ (Mobile) _____ HKU Email: _____ @hku.hk

*(*Please delete as appropriate)*

For Year 2 or above students only:

Major: _____

OPTIONAL	
Additional major: _____	Additional minor(s): _____

II. REQUEST FOR UNDERTAKING SPECIAL STUDY LOAD

Proposed study load for the current academic year:

1. First semester: _____ credits 2. Second semester: _____ credits 3. Summer semester: _____ credits

Reason(s) for undertaking special study load (please attach separate sheet(s) and/or supporting document(s) if necessary):

_____

_____

_____

_____

Date: _____ Signature: _____

III. APPROVAL BY FACULTY BOARD (For official use only)

In the preceding semester (i.e. Semester _____ of 20____ – ____), Semester GPA: _____ CGPA: _____

Total Credits - Taken: _____ - Passed: _____ - Failed: _____ - Credit Transfer: _____ - Advanced Standing: _____

Previous FRC case: ☐ Yes ☐ No Total no. of meeting(s): ___ (last meeting on _____)

If the application is approved, the max no. of remaining credits available (see Note 3): _____

Approval by Associate Dean (Undergraduate) (*please tick as appropriate*): ☐ Yes ☐ No

Date: _____ Signature: _____