

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Application for Undertaking Special Study Load

Notes:

1. In accordance with the BA, BA(HDT) and BA&LLB Regulations, **students shall normally take at least 24 credits and at most 36 credits in any one semester** (except the summer semester, which is optional for students) unless otherwise permitted by the Board of the Faculty, or except in the last semester of study when the number of outstanding credits required to complete the curriculum requirements is fewer than 24 credits. **You are strongly advised to consult teacher(s) concerned regarding your course selection if you intend to take more than 36 credits in any one semester.**
2. With the special permission of the Board of the Faculty, students may exceed the annual study load of 72 credits in a given academic year provided that **the total number of credits taken does not exceed the maximum curriculum study load of 288 credits for the normative study period of 4 years**, save as provided for under BA and BA(HDT) Regulation for students who are required to make up for failed credits may take up to 432 credits. For BA&LLB, the maximum curriculum study load is 360 credits for the normative study period of 5 years, and they may take up to 576 credits when they are required to make up for failed credits.
3. **Year 1 students are not allowed to take more than 36 credits in Semester 1 or Semester 2 of an academic year.**
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: _____ Year: _____ University No.: _____
 Surname First Name Curriculum: BA / BA(HDT) / BA&LLB *
 Contact No.: (Mobile) _____ HKU Email: _____ @connect.hku.hk
(*Please delete as appropriate)

For Year 2 or above students only:

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

II. REQUEST FOR UNDERTAKING SPECIAL STUDY LOAD

Proposed study load for the current academic year (refer to Notes 1 – 4):

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

Reason(s) for undertaking special study load (please attach separate sheet(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 number of credits available for the remaining studies (see Note 2): _____

Additional information, if any: _____

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

Remark(s), if any: _____

Date: _____ Signature: _____