



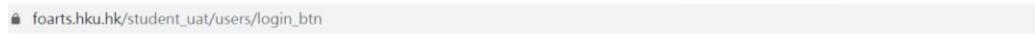
Faculty of Arts
THE UNIVERSITY OF HONG KONG
香港大學文學院

Online Application System for Special Approval

User Manual for Students
(February 2025)

Application for Leave of Absence

1. Please login the system with your HKU Portal ID and password via https://foarts.hku.hk/student/users/login_btn

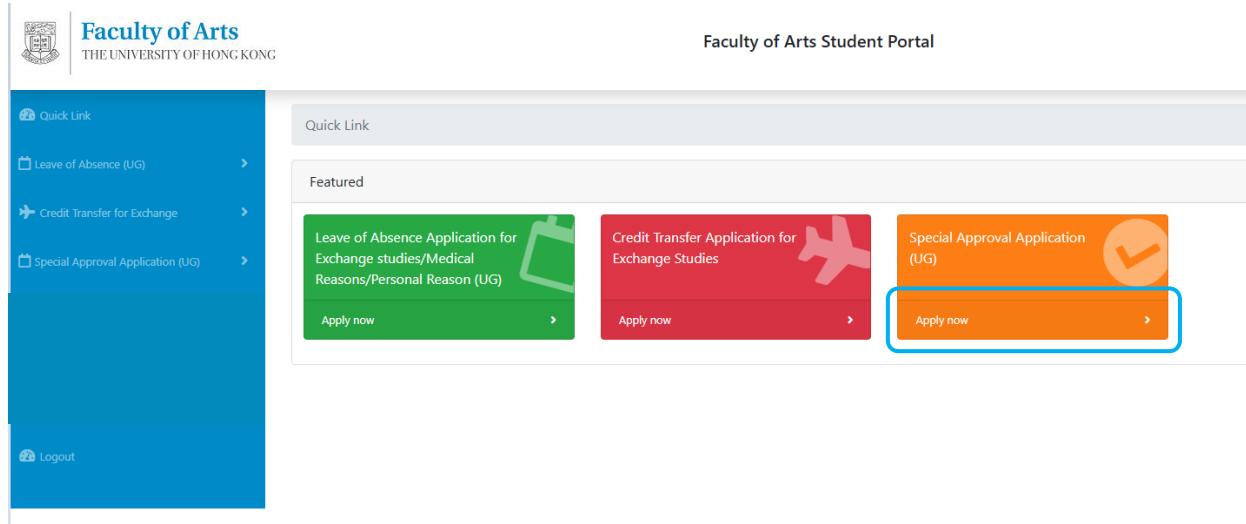
 foarts.hku.hk/student_uat/users/login_btn



Welcome to Faculty of Arts Portal

[Click to Login](#)

2. Please click "Apply now" from the "Special Approval Application" box to start your application.



The screenshot shows the Faculty of Arts Student Portal. On the left, a sidebar lists "Quick Link", "Leave of Absence (UG)", "Credit Transfer for Exchange", and "Special Approval Application (UG)". On the right, a "Featured" section displays three buttons: "Leave of Absence Application for Exchange studies/Medical Reasons/Personal Reason (UG)" (green), "Credit Transfer Application for Exchange Studies" (red), and "Special Approval Application (UG)" (orange). The "Special Approval Application (UG)" button is highlighted with a blue box.

3. Input the required information

Application for Special Approval

All applications shall be considered by the Faculty on a case-by-case basis, hence students should not assume approval of their applications. The Faculty makes the final decision on student applications and may request students to provide additional information if deemed necessary.

Part I - Personal Particulars

| | |
|--|---|
| Name*: <input type="text"/> | University No.: |
| Curriculum*: <input type="text"/> | Year of Study*: <input type="text" value="Please select"/> |
| E-mail address*: <input type="text"/> | Phone*: <input type="text"/> |

4. Choose the type of application from (a) to (e) that suits your purpose in Part II. Some options are only valid during course selection periods. Fill in the information required and upload your Degree Audit report for processing. Read “Notes for item (a) to (d)” before filling in Part II for these types of applications.

If you are citing medical reason(s) on “Justification” for your application (applicable to any items), please upload the certificate issued by a registered medical practitioner that stating their recommendation(s) on your study plan to address your medical issue(s) as supporting document for our processing.

Part II - Application for Special Approval:

CGPA*: Were you required by the Faculty to meet the Faculty Review Committee on Student Performance and Discontinuation (FRC) in the previous semesters?: Yes No

(a) taking more than 36 credits in a regular semester
 (b) taking fewer than 24 credits in a regular semester
 (c) taking more than 12 credits in the Summer Semester
 (d) taking more than 72 credits in an academic year
 (e) late course change(s) in a semester

Degree Audit Report (Student Guide: Click [here](#))*:

No file chosen

Supporting Document (File size < 5MB):

No file chosen

Justification (Please submit supporting document if applicable)*:

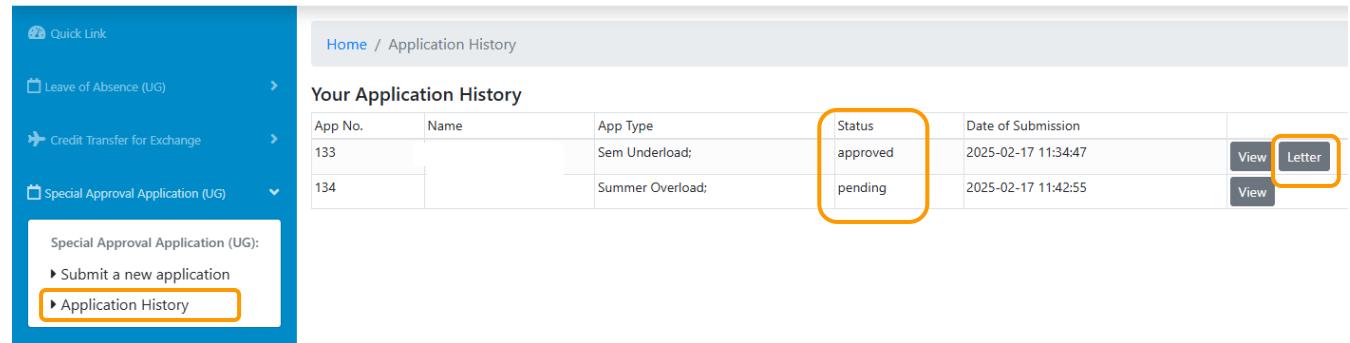
Notes for item (a)-(d):

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.

(*) mandatory field

5. Click “Submit” to complete your application. Then, you will receive an acknowledgement email from the online application system.

6. You can view your submitted application(s) on the “Application History” page and check the application status. When the application status is changed, you will receive an email from the application system and you can check the application result by clicking the “Letter” on this page.



| App No. | Name | App Type | Status | Date of Submission | |
|---------|------|------------------|----------|---------------------|---|
| 133 | | Sem Underload; | approved | 2025-02-17 11:34:47 | View Letter |
| 134 | | Summer Overload; | pending | 2025-02-17 11:42:55 | View |

Contact Information

For enquiries, please contact arts@hku.hk.