

**THE UNIVERSITY OF HONG KONG
FACULTY OF ENGINEERING**

Application for Taking Less or More Than the Normal Course Load

This form is to be completed by BEng students (admitted in 2010-11 and thereafter) who wish to select less than 30 or more than 36 credits of courses in each semester. The form should be submitted to the Faculty Office (for Year 1 students who have not yet selected their study programme in their first semester/year) / Department concerned (for all other students).

Part I : Personal Particulars

University No:

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 Name: _____ (_____)
English in BLOCK Letters *Chinese, if appropriate*

Tel. No.: _____ (Home) _____ (Mobile / Pager) _____ (Hall & Room No)

Academic Year: _____ - _____ Course Year: _____ email address: _____

Programme: _____ Year admitted: _____
(specify the minor or double degree, if applicable)

Part II : Credits of Courses

(A) Number of credits of courses you wish to enrol in the current semester: _____ credits

(B) Reason: _____

(C) The following documents are attached for consideration: *(Please tick wherever appropriate)*

- HKU Examination results in previous semesters and years
(You can download from Enrollment Information under Student Connect)
- The course selection report
- other document (If any, please specify: _____)

Part III : Declaration

I accept that the information provided will be used in matters relating to my application for taking less than 30 or more than 36 credits in each semester. As part of this exercise, it may be necessary to disclose details to internal departments authorized to process the information.

Signature : _____ Date : _____

FOR OFFICE USE ONLY

For the Department Office Use Only

The application is supported / not supported*.

Remarks: _____

Date: _____ Department Head's Signature: _____

Faculty Office Use Only

Approved/Disapproved

Chairman, Faculty Board

Date: _____

* Please delete as appropriate