

FBA GENERAL OFFICE NOTICE

APPLICATION FOR TAKING 7 COURSES in 2010-2

APPLICATION PERIOD: 20/12/2010 – 07/01/2011

Please read new guidelines below for application

Guidelines for Taking the 7th Course in FBA Effective from Academic Year 2009/2010

1. Starting from the 1st Semester of academic year 2009/2010, all FBA students will take no more than 6 courses per semester. Normally students will not be allowed to take 7 3-credit courses in any semester. Enrollment in 7 3-credit courses will be considered when necessary for students to complete their academic studies within the normal 4 year period.
Students will need to apply and be approved by the Dean of FBA before they can take the 7th courses.

2. Student under the following categories **will not be approved** to take 7 courses and **need not apply**:

For students admitted on or before September 2008 (A8 and previous students):

- Students who are in Year One or Year Two with no failed courses and a cumulative GPA of 2.0 or above.
- Students who have failed more than 1 (3-credit) course in the previous semester.
- Students who are in Year Four with more than 14 courses to graduate when applying in the first semester and, more than 7 courses to graduate when applying in the second semester.

For students admitted on or after September 2009 (A9 and after students):

- Students who are in Year One or Year Two at time of application.
- Students who are in Year Three or Year Four, at time of application who have not failed any courses and have a cumulative GPA of 2.0 or above.
- Students who are in Year Three or Year Four at time of application who have failed more than 1 (3-credit) course in the previous semester.
- Students who are in Year Four at time of application who have more than 14 courses to graduate when applying in the first semester and 7 courses to graduate when applying in the second semester.

3. Students must apply for taking the 7th course before the deadline for application of each semester. No late applications will be accepted, unless justified for late submission and approved by Dean of FBA.

4. Steps for application:

- ◆ In making an application to take the 7th course, the following documents must be submitted:
 - i. Application form for taking the 7th course in FBA
 - ii. Transcript showing academic results of all years studied
 - iii. Copy of Student Self-Graduation Checking, showing outstanding courses
 - iv. Letter stating reasons of why request should be approved
- ◆ Administrative Staff of FBA will check all applications submitted to ensure completeness.
- ◆ Dean of FBA will make approval to take the 7th course.
- ◆ Students will be notified by notice board of approval to take the 7th course.
- ◆ For approved applications, the 7th course will be added during Add/Drop Period and subject to available quota.



10/01/2010