

# FBA GENERAL OFFICE NOTICE

## APPLICATION FOR TAKING 7 COURSES in 2011-1

**APPLICATION PERIOD: 03/05/2011 – 20/05/2011**

**Please read new guidelines below for application**

### **Guidelines for Taking the 7<sup>th</sup> Course in FBA Effective from Academic Year 2009/2010**

1. Starting from the 1<sup>st</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> course, the following documents must be submitted:
    - i. Application form for taking the 7<sup>th</sup> 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 7<sup>th</sup> course.
  - ◆ Students will be notified by notice board of approval to take the 7<sup>th</sup> course.
  - ◆ For approved applications, the 7<sup>th</sup> course will be added during Add/Drop Period and subject to available quota.



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25/05/2011