FACULTY OF BUSINESS ADMINISTSRATION
GRADUATION REQUIREMENT SELF-CHECK FORM

This Graduation Requirement Self-Check Form intends to help students summarize and keep track of study progress towards graduation.

RESPONSIBILITY OF STUDENTS

1. Students have the responsibility to perform self-checking on graduation requirement. In addition to the "Graduation Requirement Self-Check Form", the following items have to be submitted along with the form for reference:
   a) The latest copy of your e-academic report
   b) Programme study plan of your student intake

2. Students should check that the graduation checklist matches their intake and study plan.

3. Students should ensure that they have completed all the procedures for course exemptions, waivers, equivalencies and substitutions (if applicable) for courses which they have taken in replacement of any courses required for graduation. Students who have not completed the required procedures will not be able to graduate and will be assumed to have taken wrong courses and/or have outstanding courses. FBA will not be responsible for students who cannot graduate on time for these reasons.

4. Students bear the responsibility for ensuring all the prescribed programme and course requirements are fulfilled within the regulated timeframe. FBA will not be responsible for students who fail to graduate on time for these reasons.

5. For queries, please contact the FBA office. Students may also refer to the "General Rules Governing Master's Degree & Postgraduate Certificate / Diploma Programme" for more information.

Instructions for Graduation Requirement Self-Check

☑ Please list out the course information in the corresponding tables below.

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A. Compulsory Courses

#	Course Code	Course Title	Grade

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B. Elective Courses

#	Course Code	Course Title	Grade

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C. Outstanding Courses

#	Course Code	Course Title	Expected Completion (Year/Sem)

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Total No. of Courses Enrolled: _____

Total No. of Credits Earned: _____

Total No. of Credits Required for Graduation: _____

Cumulative GPA*: _____

Students must achieve the minimum cumulative GPA requirement of the University for graduation.

☐   I hereby acknowledge that I have read and understood the statements and notes in this document, and I certify that the above information is true and correct.

Name: _____   Student Number: _____

Signature: _____   Date: _____