

**HONG KONG BAPTIST UNIVERSITY**  
**ACADEMIC REGISTRY**  
**UNDERGRADUATE STUDIES SECTION**

**Application for Change of Study Programme**

**General Regulations for Change of Study Programme**

- (1) Non-final year students may apply for change of study programme from **1 to 30 April, 2021**.
- (2) Late application will not be considered.
- (3) Students are expected to have attained a cumulative GPA of not less than 2.0 in their studies in order to proceed with the application.
- (4) Students must have met the admission requirements of the study programme that he/she applies for.
- (5) Approval for change of study programme from Deans and Department Heads or Programme Directors of both the current and new study programmes is required.
- (6) The application for change of study programme, if approved, will take effect in the next academic year. Students should expect that it might lead to deferral in graduation.

**Application Procedures**

- (1) Applicants should complete Parts I, II and III of this form **in English** and submit the form to the Undergraduate Studies Section, Academic Registry, **no later than 30 April 2021** for consideration of change of study programme to be effective in the next academic year.
- (2) The application will be forwarded to the Deans and Department Heads or Programme Directors concerned for recommendation, and to the Academic Registrar for final approval.
- (3) Result of the application will be sent to the applicant by the end of July.

**I. Personal Particulars**

Name of Student: _____	Name in Chinese: _____
Student No.: _____	Study Year: _____
Correspondence Address: _____	
_____ Contact Phone/Mobile No.: _____	
Current Study Programme: _____	
New Study Programme: _____	

**II. University Academic Records**

My latest cumulative GPA is \_\_\_\_\_



Name of Student: \_\_\_\_\_ Student No.: \_\_\_\_\_

**IV. Pre-University information of the student (to be filled in by the Admissions Office)**

1. The student was admitted via the following route:  
 JUPAS (see 2 – 4 below for details)  
 NON-JUPAS (see 2 – 3 below for details)  
 Mainland Student (see 2 – 4 below for details)

2. The student has met the minimum admission requirement of the study programme that he/she applies for:  
 Yes  No  
If No, please state: \_\_\_\_\_

3. The student did apply for this study programme at the time of admission:  
 Yes Band: \_\_\_\_\_ (JUPAS)  Yes 2<sup>nd</sup> Choice (Non-JUPAS/Mainland)  No

If Yes, he/she was not admitted because  
 his/her admission score or rank was not high enough for admission  
 the student's current study programme was placed at a higher priority than the study programme he/she is now applying for  
 others: \_\_\_\_\_

4. Admission score and rank of the student when compared with students of the same cohort admitted to the programme he/she is now applying for :  
Highest score : \_\_\_\_\_ Highest rank : \_\_\_\_\_  
Lowest score : \_\_\_\_\_ Lowest rank : \_\_\_\_\_  
The student's score : \_\_\_\_\_ The student's rank: \_\_\_\_\_

Information provided by: \_\_\_\_\_ Date: \_\_\_\_\_  
Admissions Office

**V. Recommendation of Dean and Department Head or Programme Director of Current Study Programme**

The student *has been/has not been* interviewed.  
 The student is *recommended/not recommended* to change to the new study programme.  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date  
(Programme Director or Department Head)

I *endorse/do not endorse* the above recommendation.

\_\_\_\_\_  
Signature Date  
(Faculty Dean/School Dean/AVA Director)

Name of Student: \_\_\_\_\_ Student No.: \_\_\_\_\_

**VI. Recommendation of Dean and Department Head or Programme Director of New Study Programme**

<input type="checkbox"/> The student <i>has been/has not been</i> interviewed.	
<input type="checkbox"/> The student is <i>recommended</i> for admission to <i>Year 1/Year 2/Year 3/Year 4</i> of the new study programme.	
<input type="checkbox"/> The student is <i>not recommended</i> for admission to the new study programme.	
Justifications: _____ _____ _____	
_____ Signature (Programme Director or Department Head)	_____ Date
<input type="checkbox"/> I <i>endorse/do not endorse</i> the above recommendation.	
_____ Signature (Faculty Dean/School Dean/AVA Director)	_____ Date

**VII. Academic Registrar's Approval**

<input type="checkbox"/> The student is <i>approved</i> for admission to <i>Year 1/Year 2/Year 3/Year 4</i> of the new study programme.	
<input type="checkbox"/> The application <i>is not approved</i> . The student should remain in the current study programme.	
Comments: _____ _____	
_____ Signature	_____ Date

**VIII. For Office Use**

Application received on _____ by _____
Application form was sent to Dean and Department Head or Programme Director of the current programme on _____ Returned on _____
Application form was sent to Dean and Department Head or Programme Director of the new programme on _____ Returned on _____
Result sent to student on _____
For successful application:
<input type="checkbox"/> SIS Data Entry <input type="checkbox"/> Transcript Remarks <input type="checkbox"/> Student File <input type="checkbox"/> Student Card Re-issued