

NOTES TO STUDENTS

1. Students may exit from the degree programme with a Higher Diploma/ Associate Degree which shares a common curriculum with the first two years of studies in the degree programme. A student shall become eligible for an intermediate exit award if he/she has completed the minimum required credit units and all the graduation requirements as prescribed for the respective Higher Diploma/ Associate Degree programme.
2. Students are required to submit an application for intermediate exit award to the Registry before the commencement of the semester in which the last course required for the award of Higher Diploma/ Associate Degree is taken for approval by the Programme Leader and the School Dean. An application fee of **HK\$500** is charged for each application.
3. The College would only consider the said applications for programmes which allow intermediate exit award as stipulated in the concerned programme documents.
4. The information provided in this form will only be used for processing this application. The Registry will keep the personal data provided confidential and may disclose it to appropriate personnel in the College for handling of the application when deemed necessary and appropriate.

For REG use only (Form REG-19)

1. Receive application, scan form and pass to REG Programme Officer by _____ on _____
2. Email application to School by _____ on _____
3. Receive decision from School by _____ on _____
4. (For approved application) Update student record in PowerCAMPUS by _____ on _____
5. Email student of result by _____ on _____
6. Scan AND File by _____ on _____