

**THE CHINESE UNIVERSITY OF HONG KONG
SHAW COLLEGE
SELECTION EXERCISE FOR OUTGOING EXCHANGE IN TERM-TIME 2022-23**

**Indication of Intention to Extend Study Period for Exchange
(UG) (Submission Deadline: 15 December 2021)**

Students participating in the selection exercise organized by Shaw College and intend to participate in regular term-time exchange programmes after their expected graduation date (as currently shown on CUSIS) are required to fill out this “Indication of Intention to Extend Study Period for Exchange (2IESPE)” form and seek pre-approval from their major department/programme by the deadline specified for their plan for extension of study period at CUHK.

Who and When to Submit this Form?

For the selection exercise of Shaw College this year, students with an expected graduation date on 31 July or 31 December 2022 (as shown on CUSIS in October 2021) who intend to go on term-time exchange after the expected graduation date must submit a completed 2IESPE form on or before 15 December 2021.

When to Go on Exchange?

Students who wish to go on exchange after their expected graduation date can only go for one academic term (except for students with an expected graduation date on 31 December 2021). The exchange must take place immediately after their last academic term for taking courses for graduation (excludes summer) at CUHK. The table below shows the eligible exchange periods for students with different expected graduation dates.

		Exchange Period		
		Term 1, 2022-23	Term 2, 2022-23	Year, 2022-23
Expected Graduation Date (as of October 2021)	31 December 2021	Not Eligible		
	31 July 2022	Eligible but must apply for extension of study period for Term 1, 2022-23	Not Eligible	
	31 December 2022	Eligible (No need to apply for extension of study period)	Eligible but must apply for extension of study period for Term 2, 2022-23	

Is Exchange after Fulfilling All Graduation Requirements Possible?

- According to the [General Regulations Governing Full-time Undergraduate Studies](#), CUHK undergraduates who have satisfied all graduation requirements shall graduate (Regulation 12.1). Students are strongly recommended to have good planning of their academic studies to avoid extension of study period after fulfilment of all graduation requirements, particularly course unit requirement, to participate in an exchange programme.
- Students who, due to special reasons, cannot avoid going on exchange after fulfilling all graduation requirements need to detail the reasons in their Application for Suspension of Studies and Change of Study Period to RES for (i) approval by major department/programme and (ii) final approval by the Registrar in the coming May/June. Failure to submit a completed Application for Suspension of Studies and Change of Study Period as instructed by RES or unsuccessful in obtaining the approval will result in cancellation of the exchange nomination. Students take full responsibility for all costs related.

Does this Form also serve as an “Application for Suspension of Studies and Change of Study Period”?

No, the 2IESPE form is for the selection exercise of Shaw College only. Students concerned who receive an exchange nomination will be contacted by the RES in May/June 2022 for submission of an official “Application for Suspension of Studies and Change of Study Period”.

Enquiry: shaw-ep@cuhk.edu.hk

**THE CHINESE UNIVERSITY OF HONG KONG
SHAW COLLEGE**

**Indication of Intention to Extend Study Period for Exchange
(UG) (Submission Deadline: 15 December 2021)**

(I) Personal Particulars

Name (in English):		Name (in Chinese):	
Major / Programme:		Year of Attendance:	Student ID No.:
Your expected graduation date currently shown on CUSIS:		<input type="checkbox"/> 31 July 2022	<input type="checkbox"/> 31 December 2022
No. of Units Completed at CUHK:		No. of Units Taken in the Current Term:	No. of Outstanding Units for Graduation:
Will you fulfil all graduation requirements at CUHK before going on exchange?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Tel. No.:
Proposed Exchange Period:	<input type="checkbox"/> Term 1, 2022-23 <input type="checkbox"/> Term 2, 2022-23 (Not applicable to students with an expected graduation date on 31 July 2022) <input type="checkbox"/> Year, 2022-23 (Not applicable to students with an expected graduation date on 31 July 2022)		
Proposed Extension of Expected Graduation Year and Term:		Academic Year 20__ – 20__ (<input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2)	

(II) Special reason(s) for going on exchange after completion of all graduation requirements (if applicable):

(III) Declaration

- I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will result in disqualification of my application for admission and subsequent participation in the exchange programme.
- If my proposed exchange period(s) is pre-approved by my major Department/Programme, I understand that I can only select programmes with the pre-approved exchange period(s) in my online application form for CUHK Student Exchange Programmes.
- I understand that if I accept an exchange offer from Shaw College,
 - This form will be forwarded to Registration and Examinations Section (RES) as reference. **This implies that I decided not to graduate in 2022 and agree to defer my graduation.**
 - I will need to submit to RES an Application for Suspension of Study and Change of Study Period **in May/June 2022**. If I, due to special reasons, cannot avoid going on exchange after fulfilling all graduation requirements, I need to detail the reasons in the Application for approval from my major department/programme and final approval from the Registrar. I understand that failure to submit a completed form as instructed by RES or unsuccessful in obtaining the approval will result in cancellation of the exchange nomination/participation. I agree to take full responsibility for all costs related.
- I understand that if I decide to withdraw from the exchange programme, it is my responsibility to inform Registration and Examinations Section, Shaw College, Office of Academic Links and my major Department/Programme **on or before 1 June 2022** about my decision in order to graduate on time.

Signature of student: _____ Date: _____

(IV) Endorsement by Major Department / Programme (For Pre-approval Purpose only)

I support the above student's plan for extension of study period for exchange after the expected graduation date (as currently shown on CUSIS) and note that the student will submit an official "Application for Suspension of Study and Change of Study Period" for my department/programme's approval in the coming May/June.

Comments (if any):

Signature of
Department Chairperson /
Programme Director: _____ Department /
Programme Chop: _____ Date: _____

**The endorsed form must be submitted to Information Counter, LG 1, Wen Lan Tang, Shaw College
on or before 15 December 2021 for further processing.
Otherwise, your student exchange application for regular-term time programmes will not be considered.
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