

IASP Clearance Procedures

[Only applicable to Business Administration Master's Programmes students]

Please read the following clearance procedures carefully.

Start Early!

It is best to complete the clearance procedures early so that it will not interfere with your packing, last-minute shopping or farewell parties.

(I) **Library Materials**

1. Return all library materials to the Library.
2. Pay any fines that you may have incurred.
3. Present the **Library Clearance Form** (Appendix 1) to the Circulation Counter at the University Main Library for an authorized signature at least one working day before you leave the University.

NOTE

1. Your transcript will not be sent to your home institution if you have any unreturned library materials and/or outstanding fine.
2. You **will not be able to enter the library or borrow any library materials** after you submit the Library Clearance Form.

(II) **Your Departure Date**

Complete and return the **Departure Form** (Appendix 2) to the appropriate office below for forwarding to Office of Academic Links (OAL).

- **MBA Office** (For MBA students)
- **Office of Taught Postgraduate Programmes, Faculty of Business Administration** (For MAcc / MiM / MSc students)

(III) **Transcript**

Refer to Page 2 - Information on Transcript for IASP Students for details.

Information on Transcript for IASP Students

You may enquire your academic report online about two weeks after the end of the term.

Step 1

- Go to <http://www.cuhk.edu.hk/cusis/faqs-grade.html> for the Computer-based Training on how to view grades and unofficial transcripts.

Step 2

- Go to "MyCUHK" at <http://portal.cuhk.edu.hk>, then log on the system by using your student ID (**10 digits without "s"**) and Campus-wide E-mail System (CWEM) password to check your academic result.

***** Please keep your CWEM password. *****

If you wish to lodge a grade appeal in a particular course, you **MUST** directly approach the teacher concerned within two weeks from the grade release date. It is important for you to report any discrepancies or errors in your grades immediately to the following office as well.

- MBA Office** (For MBA students)
- Office of Taught Postgraduate Programmes, Faculty of Business Administration** (For MAcc / MiM / MSc students)

If we do not hear from you regarding error(s) in your grades **within two weeks**, we will send a copy of your official transcript, free of charge, to the following designated unit afterwards.

Type of Students	Designated Unit
1. Exchange Students	Unit responsible for exchange programmes at your home institution
2. Study Abroad (Fee-paying) Students registered with an educational institution	Registrar's Office or Responsible Unit at your home institution
3. Study Abroad (Fee-paying) Students who are <u>NOT registered</u> with an educational institution	Yourself or institution of your choice (Please inform MBA Office (For MBA students) or Office of Taught Postgraduate Programmes, Faculty of Business Administration (For MAcc / MiM / MSc students) about your choice and provide the FULL mailing address by the end of the current term via email.)

Your official transcript will reach the designated unit in about two months after the end of the current term. **If you urgently need an official transcript for graduation, you are strongly advised to inform MBA Office (For MBA students) or Office of Taught Postgraduate Programmes, Faculty of Business Administration (For MAcc / MiM / MSc students) as early as possible so that special arrangement can be made for you. Your transcript will not be sent if you have any outstanding fee at CUHK.**

If you need **additional** copies of your transcript, please download the application form from http://www.oal.cuhk.edu.hk/files/incoming/transcript_form.pdf.

NOTE: You will not be able to login to CUSIS and access your information there directly once your CUSIS user account is expired. Your CUSIS user account will expire one month after the end of the term. Should you wish to access your information in the University's records/databases, please contact OAL.

Library Clearance Form

Please complete and return this form to the Circulation Counter at the University Main Library one working day before you leave Hong Kong.

NOTE

- 1. Your transcript will not be sent to your home institution if you have any unreturned library materials and/or outstanding fine.
- 2. You **will not be able to enter the library or borrow any library materials** after you submit this Library Clearance Form.

TO: Circulation Staff at the University Main Library

The IASP student is going to complete his/her studies at CUHK. He/She wishes to clear his/her book loan record at the University Library System. He/She is asked to present this form to you. Our office would appreciate it if you could:

- 1. Check your computer for the student's loan record and ask the student to settle any outstanding claim
- 2. Terminate all library privileges of the student concerned
- 3. Complete and return the Reply Slip to OAL as soon as possible

Thank you for your co-operation.
OAL

REPLY SLIP

TO: International Asian Studies Programme, Office of Academic Links

IASP student _____
(Family Name) (First Name) (Middle Name)

(CUID#: _____) has applied for clearance of his/her book loan record at the University Library System.

- His/Her record is cleared.
- His/Her record is NOT cleared. Reason: _____

Library Stamp

Date

Departure Form

Please complete and return this form to the following office before you leave Hong Kong.

- **MBA Office** (For MBA students)
- **Office of Taught Postgraduate Programmes, Faculty of Business Administration** (For MAcc / MiM / MSc students)

TO: International Asian Studies Programme, Office of Academic Links

FROM: _____
(Family Name) (First Name) (Middle Name)

[CUID#: _____]

I will leave The Chinese University of Hong Kong on _____.

Signature

Date