Manual for Students – Submission of Online Application for Add of a Second Major (Last Update: 8 June 2021)

1. Login AIMS > Study Plan> Major and Minor Applications.



2. Click on 'Apply Now' under the 'Add/Drop of Second Major' to proceed to an online form.

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3. Please make sure you read all the notes and follow the instructions to complete the online form.



4. Scroll down to the Section 'Status of Your Add/Drop Request'. Click on 'Add Second Major' to select a second major of your wish.

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- 2. Students should not apply for adding a second major which is exclusive with their home major.
- Students can view the results of their requests for adding a second major through this online system <u>from 9 June 2021</u>, which are displayed under "Status of Your Add/Drop Request". No separate emails will be issued to students announcing the results. Requests for dropping a second major are processed automatically and no approval is required.
- 4. For add of a second major, it will take effect from the following semester. For drop of a second major, it will take effect from current semester. Students should observe the period for add/drop of a second major and the effective term stipulated in order to plan for their studies and graduation.
- 5. For this round of approved declaration of a second major, please note that the catalogue term for the second major requirements is "Semester A 2021/22". Students should therefore enroll in courses for the second major provided under its Semester A 2021/22 curriculum.
- 6. The declaration of a second major is also subject to the attainment of a minimum CGPA of 3.00 (or a higher CGPA requirement as specified by the second majoroffering academic unit) at the end of the semester when the declaration is submitted, and fulfillment of any other stipulated conditions.
- 7. If the declaration of the second major is approved, students who are undertaking a minor should review if the minor and the second major are exclusive. If so, they will need to drop the minor in accordance with the procedures stipulated by the University.
- 8. Students are required to achieve a minimum CGPA of 2.00 in the second major in order for them to be granted the award. (For students admitted in 2019/20 and before, the minimum CGPA requirement is 1.70.)
- 9. Students who cannot complete their second major within the stipulated maximum credit limit of 144 (normative 4-year degree) / 114 (Advanced Standing I) / 84 (Advanced Standing II) permitted by the University may still continue to pursue the double major on the condition that any extra credit units exceeding the limit are paid on a self-financing basis.

Status of Your Add/Drop Request

No application found.

 Add Second Major
 Back to main page

5. From Section II 'My Choice', select a second major that you wish to declare and input your personal statement.

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Application for Add of a Second Major (H	ffective Term for Adding a Second Major: Semester A 2021/22)	<u>^</u>
Application Period 31 May - 8 June 2021 (at 23:00)	Announcement of Results 9 June 2021	
Please make sure you have read all the notes included in this app the pull-down list given in Section II below, it means that the ma submission, you can still access the system to modify your appli- application can be made.	cation, the information on Second Major and the Personal Information Collection Statement before completin or is not available for application in this semester. To complete the submission process, you must click the ition within the application period. When the application deadline is passed, you can only view your applica-	ng this form. If your requested major does not appear in e "Confirm" button at the end of your application. After ation and the approval status, and no changes to your
I. Student Information		
Student NameLATS Lmt KzsEmail Addressejhyqpi67-@my.cityu.edu.hkHome Academic UnitInformation Systems (IS)ProgrammeBachelor of Business Admin (BBAU4)Home MajorInformation Management (IFMG)Second Major-MinorComputing (COMP)	Student ID 55699932 Phone No. 10372538 Student Type Regular Student Cohort 2018 Stream	
II. My Choice		
Add Second Major		
Please select V		
Second Major-offering Academic Unit		
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Requirements and Restrictions concerning the Second Majo		
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Personal Statement (plain text; up to 4000 characters includ	g spaces)	
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6. Scroll down to Section III 'Supporting Documents for Application'. Click on 'Upload Documents Online' for uploading supporting documents, if necessary.

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the personal statement you provide in the above, please cover, among other things, your academic strengths, your reasons for declaring a second major, and how your guested second major can help you achieve your academic and personal goals. If you find the provided space pet sufficient, please uplead your personal statement via	
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 2. I understand that if my application for declaring a second major is approved: The second major will take effect from the following semester; If a minor that I am undertaking is exclusive with the second major, I will need to drop the minor in accordance with the procedures stipulated by the University; I need to abide by the maximum period of study stipulated in the Academic Regulations for Undergraduate Degrees; If the completion of my requested second major requires me to study additional credit units exceeding the maximum credit limit of 144 (normative 4-year degree) / 	
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7. Click on the icon 'Choose File' from the pop-up screen to link to the file that you wish to upload, type in the file description and press the 'Upload' icon.

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 If the completion of my requested is the paid on a self-financing basis. V. (For non-local students only) If the second major has the internship component, I will need to approach the Immigration Department of the HKSAR in person for a new No Objection Letter before I take on an internship. Continue Back to main page 	へ 💽 🖫 (小)) ENG 7:51 PM 5/28/2021 尾 100

8. After a few seconds, a message 'The file has been successfully uploaded.' will be displayed.

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9. The document uploaded will be indicated under 'Uploaded Documents'. Click on 'Continue' to confirm and complete Section IV 'Declaration'.

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10. Click on 'Confirm' and 'OK' to submit your application.



11. Your application has been submitted. To view your application, click on 'View Application Status'.

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12. The following summary and application status 'Pending' will be shown if you have submitted your application successfully.

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Home Academic Unit Information Systems (IS) Student Type Regular Student Programme Bachelor of Business Admin (BBAU4) Cohort 2018 Home Major Information Management (IFMG) Stream - Second Major - - Minor Computing (COMP) -	
Points to Note	
1. Requests for add/drop of a second major must be submitted via this online system by 8 June 2021 (at 23:00). Late applications will not be accepted.	
2. Students should not apply for adding a second major which is exclusive with their home major.	
Students can view the results of their requests for adding a second major through this online system from 9 June 2021, which are displayed under "Status of Your Add/ second major are processed automatically and no approval is required.	Drop Request". No separate emails will be issued to students announcing the results. Requests for dropping a
4. For add of a second major, it will take effect from the following semester. For drop of a second major, it will take effect from current semester. Students should observe graduation.	the period for add/drop of a second major and the effective term stipulated in order to plan for their studies and
5. For this round of approved declaration of a second major, please note that the catalogue term for the second major requirements is "Semester A 2021/22". Students sh	ould therefore enroll in courses for the second major provided under its Semester A 2021/22 curriculum.
6. The declaration of a second major is also subject to the attainment of a minimum CGPA of 3.00 (or a higher CGPA requirement as specified by the second major-offerin stipulated conditions.	ng academic unit) at the end of the semester when the declaration is submitted, and fulfillment of any other
7. If the declaration of the second major is approved, students who are undertaking a minor should review if the minor and the second major are exclusive. If so, they will	need to drop the minor in accordance with the procedures stipulated by the University.
8. Students are required to achieve a minimum CGPA of 2.00 in the second major in order for them to be granted the award. (For students admitted in 2019/20 and before	e, the minimum CGPA requirement is 1.70.)
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Withdraw My Application	
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13. Click on 'Back to main page' at the bottom of the page. Your overall application status will be displayed.

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14. If you wish to withdraw your application, click on 'Withdraw My Application' and 'OK' to confirm your withdrawal of application <u>within</u> the application period.

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15. Your application has been withdrawn. Click on 'Back to main page' to view your overall application status.

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16. Your application status will be shown as 'Saved but not yet submit'. You may click on 'Edit' to modify your application and submit it within the application period.

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