

The Chinese University of Hong Kong, Shenzhen
School of Music
Regulations on Undergraduate Change of Major

These regulations have been formulated to address students' changing interests and abilities, fully develop students' potentiality and proactive learning.

I. General Provisions

1. All students seeking to change their majors within the School (internal transfers) must comply with these regulations.
2. These regulations apply to all full-time undergraduate students at the School of Music, the Chinese University of Hong Kong, Shenzhen.

II. Transfer Rules

3. Students admitted to art majors are not allowed to transfer to the non-art majors after admission and vice versa. Music students may transfer to the other stream or concentration within the School of Music.
4. Students may apply for a change of major after the final examination in the second semester of year 1 or year 2, and before the first semester of year 2 or year 3. The exact timeline will be announced by the University or School in due course.
5. Upon completing the transfer, students will continue their studies in the same academic year. If students have already taken some courses required by the new major, they don't need to retake those courses, but must complete courses that are not yet taken. If the make-up course exceeds the credit limit per semester stipulated by the University, students must apply for permission to exceed the credit limit for the current semester. For information on courses that need to be taken for the target major, please refer to the study scheme published by the University Registry Office.
6. If the transfer results in the fulfillment of the graduation credit requirement (120 credits) in advance, students may apply for early graduation. Please refer to "[Shortening of the Normative Study Period For Undergraduate Students](#)" issued by the Registry Office. If the transferred credits are insufficient to meet the graduation credit requirement (120 credits) within the normative study period, students must apply for late graduation. For relevant regulations, please refer to the "[Application for Change of Expected Graduation Term](#)" and the "[General Regulations Governing Undergraduate Studies](#)".
7. Students who are interested in changing their majors must follow the [Procedure for Change of Major](#) specified by the School (Attachment 1). Failure to follow any step in the process will render the application invalid.

III. Supplementary Provisions

8. The School Registry Office holds the final authority to interpret these regulations.
9. These regulations will come into effect upon publication.

Attachment 1

Procedure for Change of Major

1. Students are required to fill out the Application Form for Change of Major (Attachment 2).
2. Students should communicate with the instructor (if applicable) and the Division Head of their current major. Students will then obtain the necessary signatures on the application form indicating approval for them to transfer out of the current major.
3. Students should also communicate with the instructor (if applicable) and the Division Head of the target major. They will independently evaluate the student's proficiency in the field and provide their consent by signing the application form. If deemed necessary, examinations or interviews may be conducted.
4. Please submit the application form to the School Registry Office, which will submit it to the Associate Dean (Education) for review and final approval.
5. Students should submit their application for changing majors through the Student Information System (SIS) following the step-by-step instructions issued by the Registry Office. The latest unofficial transcript as of the SIS application submission date and a scanned copy of the signed application form should be uploaded in SIS as attachments.
6. Students who are approved to change to a NEW major will commence their studies in accordance with the curriculum requirements of the new major from the next academic year.