

HONG KONG BAPTIST UNIVERSITY
FACULTY OF ARTS AND SOCIAL SCIENCES
APPLICATION FOR WITHDRAWAL OF INTERNSHIP/ATTACHMENT

Student information (please ✓ the appropriate):

Student Name: _____ (English) _____ (Chinese) Student ID: _____
Study Programme: _____ Year: _____
Programme Period: Summer Year: _____ Semester 1st 2nd AY _____
Original start/end dates: From _____ (YYYY-MM-DD) To _____ (YYYY-MM-DD)
Course Code & Title: SOSC1005 Internship I SOSC3005 Community and Civic Engagement
 SOSC2005 Internship II GCAP3145 Community and Civic Engagement
Host Organisation: _____
Internship Position: _____
Agency/On-site Supervisor: _____ Position: _____
Faculty Supervisor: _____ Department: _____

Points to note:

- **Student should complete Parts A, B & C of this form and submit it with the supporting document (if any) to the Office of Off-Campus Learning, Faculty of Arts and Social Sciences.**
- **A notice period of 7 calendar days is required for any withdrawal application after the internship commencement, i.e. Students are obliged to continue the internship at the organisation for at least 7 calendar days or until the last working day agreed by the Agency/On-site Supervisor, if appropriate.**
- **Student will be notified the result via HKBU Student Email within 10 calendar days upon the withdrawal submission.**
- **Approved withdrawal will be assigned a "W" (Withdrawn) grade.**
- **All withdrawal cases will be reported to students' major department for record.**

Part A: Declaration by Student

Reason(s) for Withdrawal: _____

Signature: _____ Date: _____

Part B: Recommendation of On-site Supervisor

Recommended Agreed last working day (DD/MM/YYYY): _____ **Not Recommended**
Comment(s): _____

Signature: _____ Date: _____

Part C: Recommendation of Faculty Supervisor/Experiential Learning Coordinator (Course Instructor)

Recommended **Not Recommended**
Comment(s): _____

Signature: _____ Date: _____

Approval of the Faculty of Arts and Social Sciences (For office use only)

Approved **Not Approved**
Remarks: _____
Received on: _____ Checked on: _____ Reply on: _____