

HONG KONG BAPTIST UNIVERSITY
FACULTY OF SOCIAL SCIENCES
SOCIAL SCIENCES INTERNSHIP
APPLICATION FOR INTERNSHIP WITHDRAWAL

Student Intern information (please ✓ the appropriate):

Student Name: _____ (English) _____ (Chinese) Student ID: _____

Study Programme: _____ Year: _____

Internship Programme: Summer Year: _____ Semester 1st 2nd Academic Year: _____

Course Code & Title: SOSC1005 Internship I SOSC3005 Community and Civic Engagement
 SOSC2005 Internship II GCAP3145 Community and Civic Engagement

Internship Organisation: _____

Internship Position: _____ Original Internship period: From _____ to _____

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 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.*
- *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- *Approved withdrawal will be assigned a "W" (Withdrawn) grade.*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 Agency/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

Recommended **Not Recommended**

Comment(s): _____

Signature: _____ Date: _____

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

Approved **Not Approved**

Remarks:

Received on:

Checked on:

Reply on: