

United Christian College (Kowloon East)

Academic Affairs Committee

Guidelines and Procedures for Students Applying for Additional Self Study Subjects (Curriculum: Integrated Stream/ NLC)

A. Purpose

These guidelines set out the expectations, procedures, and timeline for students who wish to take an additional IGCSE or IAL subject by self-study. The school's approval is required before a student proceeds with any self-study subject.

B. What students should consider before applying

Students should carefully consider the following before making an application:

1. **Interest and aptitude:** whether they have a strong interest in the subject and the ability to cope with it independently.
2. **Workload and time management:** whether they can manage the additional subject without affecting their performance, wellbeing, or commitment in their regular school studies.
3. **Purpose and suitability:** whether the subject supports their future study plans, university aspirations, or personal learning goals.
4. **Subject requirements:** whether they understand the syllabus, assessment structure, coursework or practical components (if any), examination board, and specification.
5. **External support:** whether they have arranged suitable support outside school, such as a tutor/ learning centre, online course, supervised study plan, or access to learning materials.

C. School briefing and information dissemination

The school will provide information to students and parents at the appropriate stages:

Stage	Information
Preliminary stage before Stage 1 selection	Brief introduction to the possibility of taking self-study subjects during parent and student briefing sessions.
After admission to the IS / NLC stream	Briefing by the AAC on key considerations, preparation expected from students, and the application and approval procedures.
After approval	Clarification of the roles and responsibilities of students, parents, subject teachers (where relevant), and the Academic Affairs Committee (AAC).
Examination registration stage	Information on approval status, registration procedures, deadlines, fees, and any practical constraints relating to examination entry.

D. Application and approval procedures

1. The student should complete the application form clearly and fully.
2. The application must be signed by both the student and parent / guardian.
3. The student should submit the form to the FT for onward submission to AAC Head.
4. If the application is submitted by email, the student or parent should copy the AAC Head (klhy@eclass.uccke.edu.hk) in the email.
5. Approval is considered on a case-by-case basis. Submission of an application does not mean automatic approval. Students will receive a formal notification of the school's decision.

E. Conditions for approval

Approval may be granted only when the school is satisfied that:

1. the student has demonstrated sufficient academic readiness and self-discipline;
2. the student has a sound reason for taking the additional subject; and
3. the student has appropriate and sufficient support arrangements.

F. Roles and responsibilities for students

Students who are approved for self-study are expected to:

1. take full responsibility for their learning progress;
2. obtain the correct syllabus/ specifications, textbooks, past papers, and assessment information;
3. maintain a consistent study schedule throughout the year;
4. approach the subject teacher (for subjects offered by the school) for assignments/ assessment for completion.

G. Working timeline (2025–26)

Period	Action
Late April	Form Teachers give a brief reminder to interested students about expected preparation and the AAC briefing date. (Slides to be prepared by AAC)
May	AAC briefing on key considerations, application procedures, and textbook ordering for relevant IGCSE subjects.
Late May onwards	Rolling processing of applications and notification of results. Approved students may begin structured preparation.
Early October	Recommended final deadline for self-study applications (esp. IGCSE) for the school year.

H. Important notes

1. Students are strongly advised not to begin formal self-study arrangements until they have considered the workload and consulted parents carefully.
2. Approval may be withdrawn if a student's school performance, attendance, conduct, or wellbeing gives serious concern.
3. The school reserves the right to decline applications that are not educationally appropriate or administratively feasible.

UNITED CHRISTIAN COLLEGE (KOWLOON EAST)

Academic Affairs Committee

Application Form for Additional Self-study Subject(s) (HKDSE/I.S./ NLC Curriculum)

A. Student Information:

Name: _____ Class: _____ Class No.: _____

Self-study Subject(s): _____

Examination Board: ☐ HKEAA (For HKDSE Curriculum)
☐ Pearson Edexcel ☐ Cambridge (For I.S./ NLC Curriculum)

B. Reason for Application

Please explain briefly why you wish to take this subject by self-study.

C. Preparation

Please tick in the appropriate box(es):

- ☐ I have read the syllabus / specification.
- ☐ I understand the assessment requirements of the subject.
- ☐ I have obtained or identified the textbook(s) / learning materials.
- ☐ I have arranged external teaching and learning support.
- ☐ I have discussed the workload with my parent / guardian.
- ☐ I understand that self-study requires independent time management and sustained commitment.

Brief details of preparation / support arranged:

D. Other Information

Subject	Recent academic results (Grade or Performance Descriptor)
Chinese	
English	
Mathematics	
Citizenship and Social Development	
EL1:	
EL2:	
EL3:	

E. Student Declaration

I understand that approval is not automatic. If approved, I will take full responsibility for my learning, meet school deadlines, and ensure that this self-study subject does not adversely affect my regular school studies.

Student Signature: _____ Date: _____

F. Parent / Guardian Declaration

I have discussed this application with my child and support the application. I understand the workload involved, the need for independent study, and that any related costs may need to be borne by the family.

Parent / Guardian Name: _____

Parent / Guardian _____

Signature: _____ Date: _____