THE UNIVERSITY OF HONG KONG
FACULTY OF ENGINEERING

Application for Credit Transfer
(For Student Exchange Programme)

Important Notes to students:

1. This form is to be completed by BEng/BEng(EngSc)/BEng(BME)/BASc(FinTech) students who wish to apply for transfer of credit for their exchange studies and to be submitted to the Faculty Office (for BEng Year 1/BEng(BME) students) or Home Department (for all other students) with all supporting documents attached, by the designated deadline.
2. The maximum number of credits eligible for credit transfer for students participating in student exchange programme is 30 credits per semester, which is equivalent to 60 credits for the whole year of studies.
3. Prior approval for course mapping must be sought before departure.
4. Students should not change the applied list of courses for credit transfer and the applied equivalent course at HKU afterwards UNLESS you cannot take such course(s) eventually at your host institution. In such case, you should inform the Faculty Office/Home Department as soon as possible and no later than 1 month of the commencement of exchange semester.
5. Application can only be submitted once BEFORE departure. Late application will not be considered.

Part I: Personal Particulars

University No: ___________________________ Name: __________________________________________
(Surname)                (First Name)
HK Contact Tel. No.:___________________________ Email Address: __________________________________________

Programme: __________________________________________ Year Admitted:_______ Year of Study:_______

Part II: Information on Student Exchange Programme:

Host Institution: __________________________________________ Country: __________

Exchange Programme (Please √ wherever appropriate):

☐ Faculty Exchange Programme ☐ HKU Worldwide Exchange Programme

Period of Exchange Studies (Please √ wherever appropriate):

☐ 1st Semester ☐ 2nd Semester ☐ Summer Semester ☐ Whole Year

April 2020 amended

Deadline

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<tr>
<th>Semester</th>
<th>Application Period</th>
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<tr>
<td>First Semester</td>
<td>June 19 - July 31, 2020</td>
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<tr>
<td>Second Semester</td>
<td>October 15 – November 30, 2020</td>
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<td>Summer Semester</td>
<td>March 4 - April 15, 2021</td>
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Part III: Application for Credit Transfer

(A) List all the courses you wish to apply for credit transfer

<table>
<thead>
<tr>
<th>Host institution</th>
<th>HKU</th>
<th>For office use only</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Course Mapping</td>
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<td>Pre-approval</td>
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Maximum number of credits to be transferred to HKU BEng/BASc(FinTech) Degree

(B) The following documents are attached in support of my application: (Please √ wherever appropriate)

- Course outlines listed in Part III (A)
- Other documents (Please specify: __________________________________________________)

Part IV: Declaration

I accept that the information provided will be used in matters relating to my applications for credit transfer. As part of this exercise, it may be necessary to disclose details to internal departments authorized to process the information.

Signature: ____________________________ Date: ____________________________

For office use only

Course mapping recommended by:
Head of Department/Programme Director*
Signature: ____________________________ Date: ____________________________

Credit transfer application approved by:
Chairman, Board of Faculty of Engineering
Signature: ____________________________ Date: ____________________________

* delete as appropriate

April 2020 amended
Guidelines on Application for Credit Transfer
(For Student Exchange Programme)

Application for Course Mapping:

1. Credits taken at the host institution during your exchange studies can be transferred towards your degree at HKU. Prior approval for course mapping has to be sought by filling in the application form and submitting together with the admission letter and detailed course outlines to your home department on or before the designated deadline.

2. Application with incomplete information or insufficient supporting documents or submission after the exchange period will not be considered. Without prior approval from the Faculty/Departments concerned, credits cannot be transferred even if you have successfully completed the course(s) during the exchange study.

3. You are advised to go through the course list of the host institution and identify courses which are available at the host institution during your exchange study period before mapping them with HKU courses. You may also seek advice from your home department for more information on credit transfer.

4. Students may be granted up to 60 advanced credits and up to 30 advanced credits for one year exchange study and one semester exchange study respectively. The grades obtained during exchange studies will not be counted towards the cumulative GPA but the total numbers of advanced credits granted will be recorded in your transcript.

5. The amount of advanced credits to be granted shall be determined by the Board of the Faculty, in accordance with the principles that a minimum of four semesters of study at HKU shall be required and at least half of the credits requirements of the degree curriculum shall be accumulated through study in HKU.

6. If you are going to participate in a one-year exchange, you do not need to perform course selection at HKU for the semesters concerned. If you participate in a one-semester exchange, please do course selection only for the semester that you are at HKU.

7. You will be notified of the pre-approval result for course mapping by email. Please keep track of your HKU email account.

Confirmation of Credit Transfer:

8. Upon completion of your exchange studies, please make sure that the host institution sends the official transcripts directly to the Faculty Office (for Faculty Exchange Programme) or the International Affairs Office (for HKU Worldwide Exchange Programme) as soon as they are available.

9. A letter with regard to final confirmation of credit transfer will be issued to you upon receipt of your official transcript. Please note that Fail grades will not be accepted for transfer of credits for each course.