

RUNDOWN FOR BRIEFING SESSION

ACADEMIC MATTERS

- ❖ Before Departure
 - Leave of absence and credit transfer application
 - Credit transfer policy
 - Requirements for Deans' Honours List
- ❖ During Exchange
- ❖ After Exchange

NON-ACADEMIC MATTERS

ACADEMIC MATTERS – BEFORE DEPARTURE

- ❖ Application for leave of absence and credit transfer
 - **Application Deadline: December 31, 2022**
 - Application form and guidelines are available on [FBE Enrichment Website](#)
- ❖ Amendments – add/drop courses during exchange
 - **Deadline: March 31, 2023**
 - **Without seeking prior approval from School Office, credits CANNOT** be transferred even if you have successfully completed the course(s) during exchange.
- ❖ Please **TYPE!** No handwriting!
- ❖ Please do not change the format of the file (MS Word file)
- ❖ Please **DO NOT** approach individual teachers unless you are double-degree/integrated-degree students who have been advised to get in touch with CS or Law.

LEAVE OF ABSENCE AND CREDIT TRANSFER APPLICATION

- ❖ **Submit the application for leave of absence first if you have not yet finalized your course selection/credit transfer plan by **Dec 31, 2022****
*(fill in required information in **page 1** and submit full application form – **do not delete any pages!**)*
- ❖ Leave of absence application is required even if the exchange is conducted **virtually**
- ❖ Do not select courses which you have already taken in HKU as credits cannot be transferred
- ❖ Notify the School Office if you have changed your option of courses after arriving at the host institutions
- ❖ The actual number of courses that you can take in the host institutions are subject to their discretion/approval, please take note of restrictions and requirements as stipulated by the host institutions

LEAVE OF ABSENCE AND CREDIT TRANSFER APPLICATION

- ❖ Supporting documents required:
 - Detailed course outlines including topics covered, assessment methods, recommended textbook title(s) and pre-requisites, total learning time involved
 - Enrolment record in student portal at host institution (with course title, course code and credit weightings)
 - Relevant documents (i.e. factsheet) stipulating the full course load information of the host institution
- ❖ Application with incomplete information or insufficient supporting documents will not be processed

LEAVE OF ABSENCE AND CREDIT TRANSFER APPLICATION

- ❖ The HKU Business School Office serves as the administration taking care of all credit transfer applications. **DO NOT consult the individual teachers**
- ❖ A letter will serve as a final and official document approving your leave of absence and credit transfer applications. **Please keep this letter and check your HKU email account regularly. The School Office will not issue emails informing you of individual course equivalence.**

LEAVE OF ABSENCE AND CREDIT TRANSFER APPLICATION

- ❖ Students shall take a **FULL** course load stipulated by the host institution.
 - Examples-
 - University of Edinburgh – 3 courses per semester
 - Bentley University – 5 courses per semester
- ❖ Credit overload or underload during exchange is NOT advised.
- ❖ Under special circumstances, Faculty approval is required for overload or underload requests.
- ❖ Please visit the host institutions' websites for details or refer to their factsheets.

CREDIT TRANSFER APPLICATION FORM - EXAMPLE

Business Exchange Programme 2022-2023

Application for Leave of Absence and Credit Transfer

Please type clearly and complete all sections as required

Please **do not convert the file to PDF**

Please submit it with the relevant course outlines to the School Office via fbe.enrichment@hku.hk

Personal Information:

Surname: (Mr/Miss*)		Given name:	
University Number:			
Programme: BBA / BBA(Acc&Fin) / BBA(IS) / BBA(Law) / BBA(Law)&LLB / BBA(IBGM) / BSc(QFin) / BEcon / BEcon&Fin / BFin(AMPB)*			
Year of study:			
Major/minor:	First Major:		
	Second Major:		
	First Minor:		
	Second Minor:		
Address in Hong Kong:			
Email Address:			
Telephone/mobile number:			

** Please delete as appropriate*

Part I - Application for Leave of Absence:

Host Institution:	
Country:	

Year of study in
AY 2022-23

You are required to
fill in your Major and
Minor as it will affect
the approved course
level

CREDIT TRANSFER APPLICATION FORM - EXAMPLE

Part II - Application for Credit Transfer:

Name of host institution: Richard Ivey School of Business, University of Western Ontario							HKU		<i>For office use only</i>	
Full course load per semester at host institution: 2.5 credits							Note: Students are required to indicate the course level as prescribed in the syllabus of the respective major / minor declared in HKU			
Course Code	Title	Credits	Course Code	Title	Credits	Major/Minor	Course level (UG/5-core course/disciplinary elective/free elective)	Approval	Signature	
4417B	Corporate financial reporting	0.5	FINA3321	Financial statement analysis	6	Major in finance	Disciplinary elective	Yes/No		
4443B	Value investing	0.5	FINAx xxx	Elective	6	Major in finance	Disciplinary elective	Yes/No		
4480B	Global strategy	0.5	STRA3703	Multinational corporation	6	N/A	Free elective	Yes/No		
4517B	End user modeling	0.5	FINA3351	Spreadsheet financial modeling	6	Major in finance	Disciplinary elective	Yes/No		
4559B	Raising capital	0.5	FINAx xxx	Elective	6	Major in finance	Disciplinary elective	Yes/No		
								Yes/No		
								Yes/No		
								Yes/No		
								Yes/No		
								Yes/No		
Total number of credits taken abroad		2.5	Total number of HKU credits to be transferred		30					
			No. of free elective course(s) to be awarded for making up the extra credits obtained during exchange							

Please check your degree syllabus before you fill in these two columns.

You are required to fill in these 2 boxes. Please refer to the host institution's factsheet to fill out the full course load per semester.

CREDIT TRANSFER POLICY

- 1) Course content equivalence and total learning time involved
- 2) Credit equivalence

CREDIT TRANSFER POLICY

1) Course content equivalence and total learning time involved

- ❖ **course content equivalence**
- ❖ **total learning time** involved in a particular course (i.e., hours include both in-class and outside classroom learning activities)

CREDIT TRANSFER POLICY

2) Credit Equivalence

❖ For European Institutions: credit conversion principle **1 ECTS credit = 1 HKU credit**

❖ **Credit Conversion**

Required Credits/Units for Graduation/duration of programme

Host University : HKU

e.g. University of Maryland (4 years programme): HKU

$$120 : 240 = 1 : 2$$

CREDIT TRANSFER POLICY

❖ Example(i) *for reference only*: ECTS 1:1

University of Amsterdam, The Netherlands (Normal workload per semester: 30 ECTS credits)		The University of Hong Kong	
Course	Credits	Course	Credits
Investment and portfolio theory 1	6	FINA2320 Investments and portfolio analysis	6
Management accounting (intermediate)	6	ACCT3106 Management control	6
Investment and portfolio theory 2	6	FINA2322 Derivatives	6
Macroeconomics	6	ECON2220 Intermediate macroeconomics	6
Corporate Finance	6	FINA1310 Corporate Finance	6
Total	30	Credits to be transferred	30 HKU credits
		Courses to be transferred	5 exact courses

CREDIT TRANSFER POLICY

Example(iii) *for reference only*: ECTS 1:1

BI Norwegian Business School, Norway (Normal workload per semester: 30 ECTS credits)		The University of Hong Kong	
Course	Credits	Course	Credits
Macroeconomics	7.5	ECON1210 Introductory microeconomics	6
Corporate Finance	7.5	FINA1310 Corporate finance	6
International Marketing	7.5	MKTG3523 Global marketing	6
Branding	7.5	MKTG3512 Brand management Free elective	6
Total	30	Credits to be transferred	30 HKU credits
		Courses to be transferred	(i) 4 exact courses (ii) 1 free elective course (to make up for the extra credits obtained during exchange)

CREDIT TRANSFER POLICY

The transferred credits should be **rounded to the nearest multiple of 6**.

Example (i) *for reference only*: ECTS 1:1

University of Institut Mines-Telecom Business School, France (Normal workload per semester: 30 ECTS credits)		The University of Hong Kong	
Course	Credits	Course	Credits
History of economic thought	6	ECON2272 History of economic thought	6
Collective decision making	6	ECONxxxx	6
France et rencontrer les francais	6	FREN2001 French II.1	6
Statistics	7.5	STAT1306 Introductory statistics	6
Total	25.5	Credits to be transferred	24 HKU credits
		Courses to be transferred	<ol style="list-style-type: none"> 3 exact courses 1 ECON elective course

CREDIT TRANSFER POLICY

The transferred credits should be **rounded to the nearest multiple of 6**.

Example (ii) *for reference only*: ECTS 1:1

University of Bergen, Norway (Normal workload per semester: 30 ECTS credits)		The University of Hong Kong	
Course	Credits	Course	Credits
Developmental economics	10	ECON2262 Economic development	6
Personnel psychology	15	PSYC0063 Industrial/organisational psychology	6
Introductory course in Norwegian	10	Free elective	6
		Free elective	18
Total	35	Credits to be transferred	36 HKU credits
		Courses to be transferred	(i) 2 exact courses (ii) 4 free elective courses (3 of which are to make up for the extra credits obtained during exchange)

CREDIT TRANSFER POLICY

Example(ii) *for reference only*: 1:12

University of Western Ontario, Canada (Normal workload per semester: 2.5 credits)		The University of Hong Kong	
Course	Credits	Course	Credits
Portfolio management	0.5	FINA2320 Investments and portfolio analysis	6
End user modelling	0.5	FINA3351 Spreadsheet financial modelling	6
Raising capital in the financial markets	0.5	FINA elective	6
Applied corporate finance	0.5	FINA2311 Case studies in corporate finance	6
French	0.5	Free elective	6
Total	2.5	Credits to be transferred	30 HKU credits
		Courses to be transferred	(i) 3 exact courses (ii) 1 FINA elective course (iii) 1 Free elective

CREDIT TRANSFER POLICY

Example(v) *for reference only*: 1:7

Singapore Management University (Normal workload per semester: 4 SMU credits)		The University of Hong Kong	
Course	Credits	Course	Credits
Analysis of equity investment	1	FINA elective	6
Analysis of derivative securities	1	FINA2322 Derivatives	6
Company law	1	BUSI3803 Company law	6
International finance	1	FINAxxxx	6
		Free elective	6
Total	4	Credits to be transferred	30 HKU credits
		Courses to be transferred	(i) 2 exact courses (ii) 2 FINA elective course (iii) 1 free elective course (to make up for the extra credits obtained during exchange)

CREDIT TRANSFER POLICY

Example(vi) *for reference only:* 2:1

University of Manchester - Manchester Business School (Normal workload per semester: 60 MBS credits)		The University of Hong Kong	
Course	Credits	Course	Credits
Advanced management accounting	10	ACCT3106 Management control	6
Accountability and auditing	10	ACCT3109 Auditing	6
International business strategy: contexts, concepts & skills	10	STRA4701 Strategic management	6
Consumer behaviour	10	MKTG3501 Consumer behaviour	6
Financial markets and institutions	10	FINA2330 Financial markets and institutions	6
Entrepreneurship & small business development	10	-	-
Total	60	Credits to be transferred	30 HKU credits
		Courses to be transferred	5 exact courses

CREDIT TRANSFER POLICY

If courses are relatively short, students can pair up two relevant courses, or more, for transfer as one HKU course.

Example *for reference only*:

IESEG Lille Catholic University		The University of Hong Kong	
Course	Credits	Course	Credits
Audit techniques	3 ECTS	ACCT3109 Auditing	6
Controlling & auditing corporate social responsibility	3 ECTS		

If one of the courses fails, only 3 ECTS credits can be transferred as 3 HKU credits. The HKU course ACCT3109 Auditing CANNOT be transferred.

SPECIAL NOTE ON CREDIT TRANSFER TO MAJOR/ MINOR OFFERED BY OTHER FACULTIES

- ❖ **Please refer to the guidelines of the respective faculties to ensure that you fulfill the requirements.**
- ❖ For the Faculty of Arts, the Board of the Faculty of Arts approved a new Faculty cap policy on credit transfer to be adopted to ensure academic integrity and fairness in May 2014
- ❖ The Faculty cap policy has been effective from 2014-15 and applicable to:
 - all HKU students admitted to the 4-year curriculum in 2012-13 and thereafter, who take any Arts major/ minor; and
 - those who go on outgoing academic exchange from 2014-15 onwards

CREDIT TRANSFER TO MAJOR/ MINOR OFFERED BY OTHER FACULTIES

- **Up to 50%** of the transferred credits to HKU can be counted towards each of the Arts major/ minor requirements
- A summary table is as follows:

Requirements	Arts major	Arts minor
Max. no. of exchange credits allowed to be transferred to HKU	36 credits	18 credits
Min. no. of credits <u>completed</u> at HKU	36 credits or 42 credits	18 credits
Total	72 or 78 credits	36 credits

- Transferred credits in excess of the cap as approved by the major/ minor offering Programme(s) will be counted as free elective(s) for the undergraduate degree only

SPECIAL NOTE ON ACCA QUALIFICATION EXEMPTIONS

- ❖ Applicable to BBA(Acc&Fin) and BBA(Law)&LLB/BBA(Law) students with a Professional Core in Accounting.
- ❖ ACCA may not recognise courses in accounting and law taken from host institutions during exchange study periods as equivalent for satisfying ACCA Exemptions.
- ❖ Students may use the ACCA Exemptions Calculator available at the ACCA's website (<https://www.accaglobal.com/uk/en/help/exemptions-calculator.html>) and study the detailed information therein before applying for credit transfer.

SPECIAL NOTE ON HKICPA QP REQUIREMENTS

- ❖ Applicable to BBA(Acc&Fin) and BBA(Law)&LLB/BBA(Law) students with a Professional Core in Accounting.
- ❖ For students to meet the QP entry requirements for the Law sub-discipline, HKICPA requires students to complete the below courses at Hong Kong tertiary institutions (**i.e. credit transfer of equivalent courses taken at exchange institutions are not recognized**).
- ❖ Otherwise HKICPA may put the students' QP admission on hold and impose extra requirement on their application. Students are also required to sit and pass the AT – Hong Kong Law when they apply for the Practising Certificate (PC).

SPECIAL NOTE ON HKICPA QP REQUIREMENTS

The list of courses are:

BBA(Acc&Fin):

BUSI3801 Business Law

BUSI3803 Company Law

BBA(Law)&LLB/BBA(Law) with a Professional Core in Accounting:

LLAW1001&LLAW1002 Law of Contract I & II

LLAW1005&LLAW1006 Law of Tort I & II

LLAW1008 The Legal System of the Hong Kong SAR

LLAW1009 Law and Society

LLAW2012 Commercial Law

LLAW3010 Business Associations

LLAW3015/BUSI3803 Company Law (applicable to students of the 2014-15 cohort and thereafter)

REQUIREMENTS FOR DEANS' HONOURS LIST

- ❖ If you participate in a **one-semester exchange**, you are eligible to be recommended to the **Dean's Honours List**, provided that you have met the following criteria:
 - a) having achieved a Year GPA of 3.60, including regular and summer semester assessment results but excluding results obtained during exchange studies;
 - b) not having any failed courses during the year, inclusive of non-graded courses (i.e. courses with grading of pass or fail only) and courses taken during exchange studies;
 - c) having studied in HKU for at least one regular semester during the year; and
 - d) having completed successfully at least 24 credits in each regular semester.

- ❖ If you go on exchange for the entire academic year, you are not eligible to be recommended to the **Dean's Honours List**.

ACADEMIC MATTERS – DURING EXCHANGE

- ❖ Obtain satisfactory academic results at the host institution and complete the exchange study as scheduled
- ❖ Observe the rules and regulations set by the host institution
- ❖ “Academic Integrity” – no cheating or plagiarism in any assessments and assignments
- ❖ **You are required to stay in the host institution throughout the exchange and examination period**
- ❖ You are required to re-sit the examinations at the host institutions should you fail any of the courses
- ❖ **The host institutions and our School Office shall NOT be held responsible for arrangement of proctored examination**
- ❖ Settle all payments (e.g. accommodation) before you leave the host institution

ACADEMIC MATTERS – DURING EXCHANGE

❖ Virtual Exchange

- Students should study carefully the guidelines for online classes offered by host institution (e.g. whether real-time attendance is needed)
- Students are reminded to observe and comply with the guidelines concerned. Any violation may lead to a grade of “F” in courses offered by host institution

ACADEMIC MATTERS – AFTER EXCHANGE

- ❖ Transcripts – please request host institution to send/email your transcripts **directly** to our office, or provide e-access for us to download your transcripts. If not, you are required to **bring the hard copy** to HKU Business School office, at Rm 401, K.K. Leung Building
- ❖ **Submission of an exchange report to HKU Business School (for students enrolled in the Business Exchange Programme):**
 - A 1000-word essay
 - At least ten photos (you should be included in at least in 3 photos)
 - HKU e-Portfolio posting – to illustrate and showcase your exchange participation
 - Students will receive a link for online submission in Jan/Feb 2023
 - *Note: The essay and photos will be used in future publications and posted on School website to promote the exchange programme. Consent has already been obtained when you sign on the acceptance of exchange offer. The School Office shall not seek your consent again should we decide to use your exchange report for publicity purpose.*
- ❖ **For students enrolled in the HKUWW Exchange Programme, please submit the exchange report to International Affairs Office.**

ACADEMIC MATTERS – AFTER EXCHANGE

- **HKU e-Portfolio for your Exchange participation**
- <https://eportfolio.hku.hk/>



Login with HKU Portal account

Other users

SPECIAL NOTE – INCOMPLETION OF EXCHANGE

- ❖ Students should stay in host institution until the end of exchange semester/complete the exchange semester virtually
- ❖ If a student leaves the host institution early (i.e. before the final examinations are over) and/or does not obtain any credit, it will NOT be considered as completion of exchange, and will NOT be eligible to apply for exchange again throughout undergraduate study.
- ❖ **For BBA(IBGM) students, such a case would NOT be considered as having fulfilled the mandatory exchange requirement for graduation.** To satisfy the curriculum requirement of compulsory overseas exchange, IBGM students are required to complete exchange studies at least one semester at an overseas institutions. Failure to obtain credits at the host institution will be considered as failure to complete the said curriculum requirement. Credits successfully completed at the host institution on exchange may be transferred towards the BBA(IBGM) degree.

SPECIAL NOTE – EXCHANGE WITHDRAWAL

- ❖ For Business Exchange Program participant:
If you decide to withdraw from exchange after accepting the offer, please contact the School in the first instance. We will inform the exchange partner on your behalf. You are **NOT advised to withdraw via the central system NOR contact the exchange partner.**
- ❖ For HKUWW exchange Programme participant:
Please contact our office, IAO and process withdrawal in the online Outgoing Application system

NON-ACADEMIC MATTERS – BEFORE EXCHANGE

- ❖ Consult your family on the plans for exchange
- ❖ Be aware of the possible challenges and additional expenses due to the pandemic
- ❖ Take preventive measures, such as getting vaccinated
- ❖ Acquire adequate insurance
- ❖ Plan your travel
 - Host institution's academic calendar (semester start day & end day, orientation, etc.)
 - Host country's latest entry restrictions, COVID-19 regulations and quarantine arrangement
 - Flight ticket booking and quarantine hotel arrangement – REFUND POLICY!
 - * In case you are unable to participate in physical exchange due to massive outbreak of COVID-19, expenses such as visa application, flight tickets, hotels or housing deposit are non-refundable

NON-ACADEMIC MATTERS – DURING EXCHANGE

- ❖ Continue to observe HKSAR and host country's latest entry restrictions, COVID-19 regulations and quarantine arrangement policy
- ❖ Continue to take preventive measures, such as maintaining social distancing, wearing a mask, avoiding crowds, cleaning your hands, etc.
- ❖ Travel during exchange – **be safe!**
- ❖ Open a bank account and arrange for fund transfers
- ❖ Keep your belongings safe, especially your passport
- ❖ **Check your HKU email account regularly**

EMERGENCY SUPPORT

- ❖ Contact the local emergency authorities for assistance
- ❖ Speak with the contact person of your host university
- ❖ Contact the local Chinese Embassy for assistance -
- ❖ <http://www.immd.gov.hk/ehtml/embassy.htm>
- ❖ Ring up the Hong Kong Immigration Department (境外港人求助熱線)
(852) 1868 (24-hour hotline)
- ❖ **Inform your parents/relatives/friends in Hong Kong**
- ❖ **Inform the School Office at email: fbeuge@hku.hk**

SOURCES OF SUPPORT FROM HKU

- ❖ CEDARS Counseling Services
 - Students can also use CEDARS' one-stop contact:
- ❖ cedars-cope@hku.hk or (852) 3917 8388
- ❖ Academic & Exchange Matters
 - Academic Advising Office: aaoffice@hku.hk or (852) 3917 0128
 - School Office: fbe.ugenrichment@hku.hk or (852) 3917 5343
 - International Affairs Office (IAO): goabroad@hku.hk

USEFUL INFORMATION

- Pre-departure Notes prepared by CEDARS for outgoing exchange students:

<https://www.cedars.hku.hk/index.php?route=information/publication>

CEDARS Overseas Emergency Assistance

<https://www.cedars.hku.hk/overseasemergencyassistance>

- Contact list of current and past HKU Business School exchange-out students is available now at:

<https://ug.hkubs.hku.hk/app/exchange-contact/>

only available for Business Exchange students, for HKUWW exchange student, please check with IAO of contacts

CONTACT LIST OF CURRENT AND PAST FBE EXCHANGE-OUT STUDENTS

Business Exchange Programme - Contact Info. For Current And Past Exchange Students (2021-2023)



<https://ug.hkubs.hku.hk/app/exchange-contact/>

University Number:

Date of Birth (Month):

Date of Birth (Day):

Submit

MAXIMIZE EXCHANGE EXPERIENCE

- ❖ You are our Ambassador
- ❖ Make new friends
- ❖ Learn a new language
- ❖ Appreciate local culture and custom
- ❖ Explore the host country and university
- ❖ Travel (for physical exchange only, be aware of the social distancing measures)



Q&A

You have Questions We have Answers