

# PRE-DEPARTURE BRIEFING SESSION

S2, 2023-2024 STUDY EXCHANGE

**HKU Business School**

Nov 20, 2023



# 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, 2023**
  - Application form and guidelines are available on [FBE Enrichment Website](#)
- ❖ Amendments – add/drop courses during exchange
  - **Deadline: March 31, 2024**
  - **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, 2023****  
*(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

# COURSE ENROLLMENT IN HOST INSTITUTIONS

Please note:

- ❖ course offering, timetabling are subject to host institutions' arrangement
- ❖ course contents may differ from year to year, hence there is no guarantee that you can take certain courses at the host institutions and transfer back to HKU. Students on exchange are advised to come up with alternative study plan if any unfavorable conditions arise
- ❖ School Office does **NOT** support students to request specific courses from host institutions during exchange
- ❖ **For Business Exchange students:** some host institutions required students to take majority courses in Business/Economics due to exchange agreement. You are required to enroll courses stipulated to host institutions policy/arrangement

# 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 2023-2024

## 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](mailto: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: <input type="text"/> Second Major: <input type="text"/> First Minor: <input type="text"/> Second Minor: <input type="text"/>
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 2023-24

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				For office use only		
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 (UG5/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	FINAxxx	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	FINAxxx	Elective	6	Major in finance	Disciplinary elective	Yes/No	
								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
- 2) Credit equivalence

# CREDIT TRANSFER POLICY

## 1) Course content equivalence

- ❖ **academic checking on course content equivalence**

# 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
- Host University : HKU
- e.g University of Maryland : HKU

$$120 : 240 = 1 : 2$$

# CREDIT TRANSFER POLICY

Example 1:

**1 ECTS credit = 1 HKU credit**

# 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(ii) for reference only: ECTS 1:1 Free Elective granted for remaining credits

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 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

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

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

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	1. 3 exact courses 2. 1 ECON elective course

# CREDIT TRANSFER POLICY

## Example 2: **Credit Conversion**

# CREDIT TRANSFER POLICY

Example(i) *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(ii) *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(iii) *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

## Example 3: **Pairing**

# 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.

# CREDIT TRANSFER TO MAJOR/ MINOR OFFERED BY OTHER FACULTIES

- To award honours to a student, the University normally employs a '50% rule', which mandates that at least half of the credits of a degree curriculum should be letter-graded. That is, if the programme requires 240 credits for graduation, a student is required to have at least 120 letter-graded credits in order to have honours. A student with fewer than half the total credits letter-graded will normally be awarded a pass degree with no honours classification (<https://aas.hku.hk/exa-and-ass/>)



# 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 – 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 (at least one photo taking at host university; at least 7 photos with yourself)





# ACADEMIC MATTERS – AFTER EXCHANGE

- HKU e-Portfolio posting – to illustrate and showcase your exchange participation
  - Students will receive a link for online submission in Mar 2024 (for 1<sup>st</sup> semester exchange) or Jun 2024 (for 2<sup>nd</sup> semester exchange)
  - *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
- ❖ 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

- ❖ School is the first contact point for enquiry regarding exchange arrangement
- ❖ For Business Exchange Program participant only:  
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**

# 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 (HKU would only provide standard travel insurance coverage for overseas trips or study abroad programmes approved/arranged by the University. Before leaving Hong Kong, students are strongly advised to arrange their own travel insurance to better suit their needs. For HKU insurance coverage, please refer to <https://www.cedars.hku.hk/overseasemergencyassistance>)
- ❖ Plan your travel
  - Host institution's academic calendar (semester start day & end day, orientation, etc.)
  - Flight ticket booking and accommodation arrangement – REFUND POLICY!

# NON-ACADEMIC MATTERS — DURING EXCHANGE

- ❖ 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](mailto:fbeuge@hku.hk)**

# SOURCES OF SUPPORT FROM HKU

## ❖ CEDARS Counseling Services

- Students can also use CEDARS' one-stop contact:

❖ [cedars-cope@hku.hk](mailto:cedars-cope@hku.hk) or (852) 3917 8388

## ❖ Academic & Exchange Matters

- Academic Advising Office: [aaoffice@hku.hk](mailto:aaoffice@hku.hk) or (852) 3917 0128
- School Office: [fbe.ugenrichment@hku.hk](mailto:fbe.ugenrichment@hku.hk) or (852) 3917 5343
- International Affairs Office (IAO): [goabroad@hku.hk](mailto: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 (2022-2024)



<https://ug.hkubs.hk>  
[u.hk/app/exchange-](https://ug.hkubs.hk/app/exchange-contact/)  
[contact/](https://ug.hkubs.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 to widen your horizon

