HKU BUSINESS SCHOOL
港大經管學院

PRE-DEPARTURE BRIEFING SESSION

S2, 2026-2027 SEMESTER EXCHANGE

HKU Business School

Nov 3, 2026



RUNDOWN FOR BRIEFING SESSION

ACADEMIC MATTERS

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

NON-ACADEMIC MATTERS

ACADEMIC MATTERS – BEFORE DEPARTURE

❖Application for **leave of absence** and **credit transfer**

- **leave of absence application deadline: Dec 31, 2026** *(fill in required information in **page 1** and submit full application form – do not delete any pages!)*

- **credit transfer application deadline: no specific deadline.** Submit application package once your course selection at host U has been finalized

- online application details will be sent to all exchange students through email the day after the Predeparture Briefing Session

LEAVE OF ABSENCE AND CREDIT TRANSFER APPLICATION

- Amendments – add/drop courses during exchange

  - **Deadline: March 31, 2027**
  - Limited to 2 times
  - **Without seeking prior approval from School Office,** credits **CANNOT** be transferred even if you have successfully completed the course(s) during exchange

LEAVE OF ABSENCE AND CREDIT TRANSFER APPLICATION

- Please **TYPE**! No handwriting!
- Please do not change the format of the file (MS Word file)
- Please **DO NOT** approach individual teachers for both FBE or non-FBE courses, unless you are double-degree/integrated-degree students who have been advised to get in touch with CS or Law
- **Do not select courses which you have already taken in HKU as credits cannot be transferred → no credits can be transferred back to HKU**

LEAVE OF ABSENCE AND CREDIT TRANSFER APPLICATION

- 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
- 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

- 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

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 taking specific courses/specific no. of 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

be flexible!

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

Regular Semester Exchange Programme 2026-2027

Application for Credit Transfer Amendment

Please type clearly and complete all sections as required
Please **do not convert the file to PDF**

Personal Information:

Surname: (Mr/Miss*)		Given name:
University Number:		
Programme:	BBA / BBA(Acc&Fin) / BBA(ADA) / BBA(BA) / BBA(IS) / BBA(Law)&LLB / BBA(IBGM) / BSc(QFin) / BEcon / BEcon&Fin / BFin(AMPB)/BSc (MAT)*	
Year of study:		
Major/minor:	First Major:	
	Second Major:	
	First Minor:	
	Second Minor:	
Email Address 1 (HKU Email):		
Email Address 2 (Personal Email):		
Telephone/mobile number (HK phone number):		
Telephone/mobile number (Can be reached via Whatsapp/WeChat):		

* *Please delete as appropriate*

Year of study in AY 2026-27 (please check in SIS)

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 **Full course load per semester at host institution:** **2.5 credits**			**HKU** Note: Students are required to indicate the course level as prescribed in the syllabus of the respective major / minor declared in HKU					*For office use only*	
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

- **course content equivalence is evaluated by academics**

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 Korea University: HKU

  120 : 240 = 1: 2

CREDIT TRANSFER POLICY

Example 1 :

ECTS

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

Copenhagen Business School, Denmark (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**	**6**
		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 (iii) *for reference only*: ECTS 1:1

Rotterdam School of Management, The Netherlands (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	**8**	**STAT1306 Introductory statistics**	**6**
Total	26	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 Toronto, 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) 1FINA 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** **Free elective**	**6** **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

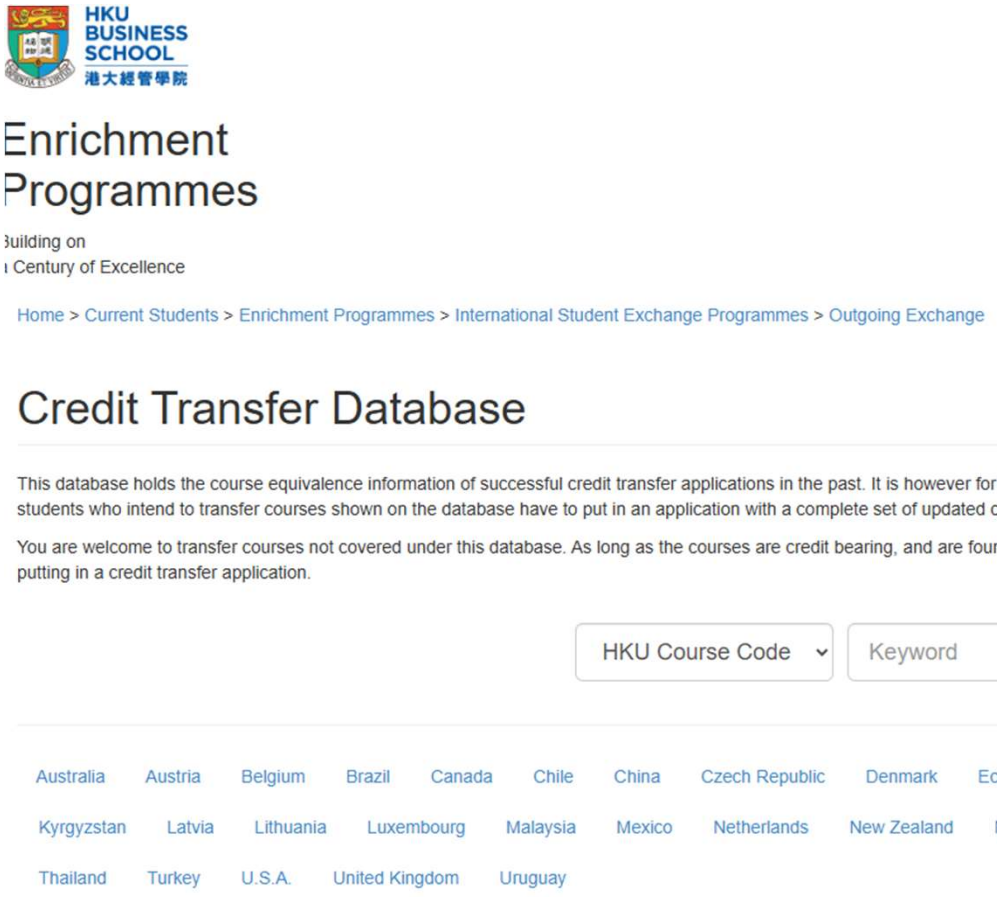
If courses are relatively short, students can pair up two relevant courses, or more, for transfer as one HKU course.
Example *for reference only*:

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 DATABASE

- https://www.fbe.hku.hk/exchange-ctdb/



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CREDIT TRANSFER DATABASE

- This database holds the course equivalence information of the successful credit transfer applications in the past. It is however **for REFERENCE only**, and does NOT warrant an approval of credit transfer.

- You are welcome to transfer courses not covered under this database. As long as the courses are credit bearing, and are found to be compatible to the HKU courses (in terms of course contents, assessments, rubics, learning hours, etc.), you may consider putting in a credit transfer application.

- **Request for preliminary checking will not be processed under any circumstances. Academic checking will be conducted only upon receipt of a full application package.**

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

- **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/COMMON CORE COURSES

- **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 **completed** 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 recognize 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 <u>Business Exchange Programme</u>)**:
  - A 1000-word essay
  - At least 10 photos (at least one photo taking at host university; at least 3 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 **Feb 2027** (for 1st semester exchange) or **May 2027** (for 2nd 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 <u>HKUWW Exchange Programme</u>, please submit the exchange report to International Affairs Office**

ACADEMIC MATTERS – AFTER EXCHANGE

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



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 contact exchange partner directly for withdrawal**

NON-ACADEMIC MATTERS – BEFORE EXCHANGE

- Consult your family on the plans for exchange
- Be aware of the possible challenges and additional expenses during your exchange
- Take preventive measures, such as getting vaccinated
- 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 – BEFORE EXCHANGE

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

Insurer: AIG

- For terms and condition of university travel insurance, or urgent/emergency assistance with cost incurred:
- 24-hour Travel Guard Assistance Hotline
  - +852 3516 8699
  - +60 3 2772 5603
- HKU policy number: GPP2001042

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

Emergency Contact

- 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: fbe.ugenrichment@hku.hk**

SOURCES OF SUPPORT FROM HKU

Emergency Contact

24/7 Global Travel Emergency Assistance Programme (GTEA)

- Worldwide emergency assistance, e.g. travel alerts, information on nearby clinics, or travel security advice.
- Register online and download their app before departure
- Details and registration link: https://intraweb.hku.hk/local/finance/student/insurance.html

GTEA is not an insurance and there is no insurance coverage

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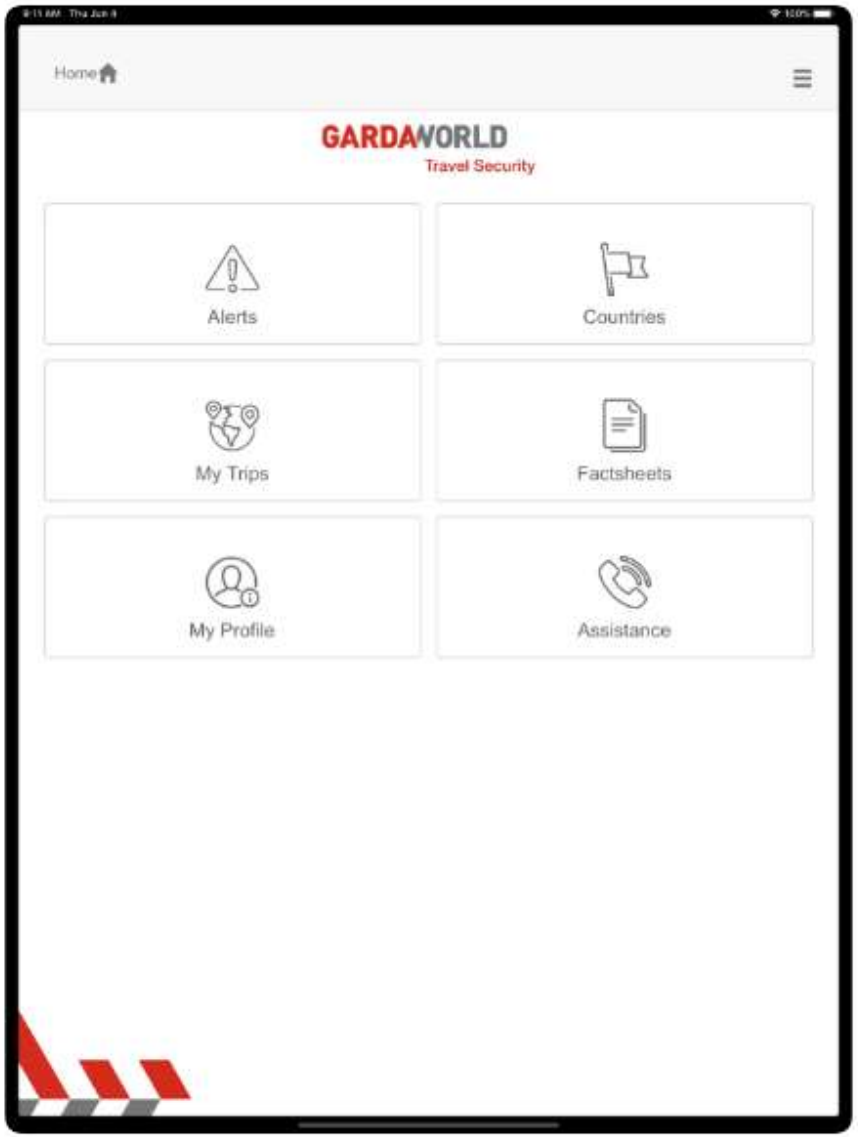
SOURCES OF SUPPORT FROM HKU

Emergency Contact

GardaWorld Travel Security 12+
GardaWorld Crisis24 helps keep
CRISIS24 SAS
Designed for iPad
Free

Download on the App Store

GET IT ON Google Play



SOURCES OF SUPPORT FROM HKU

Emergency Contact

- 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

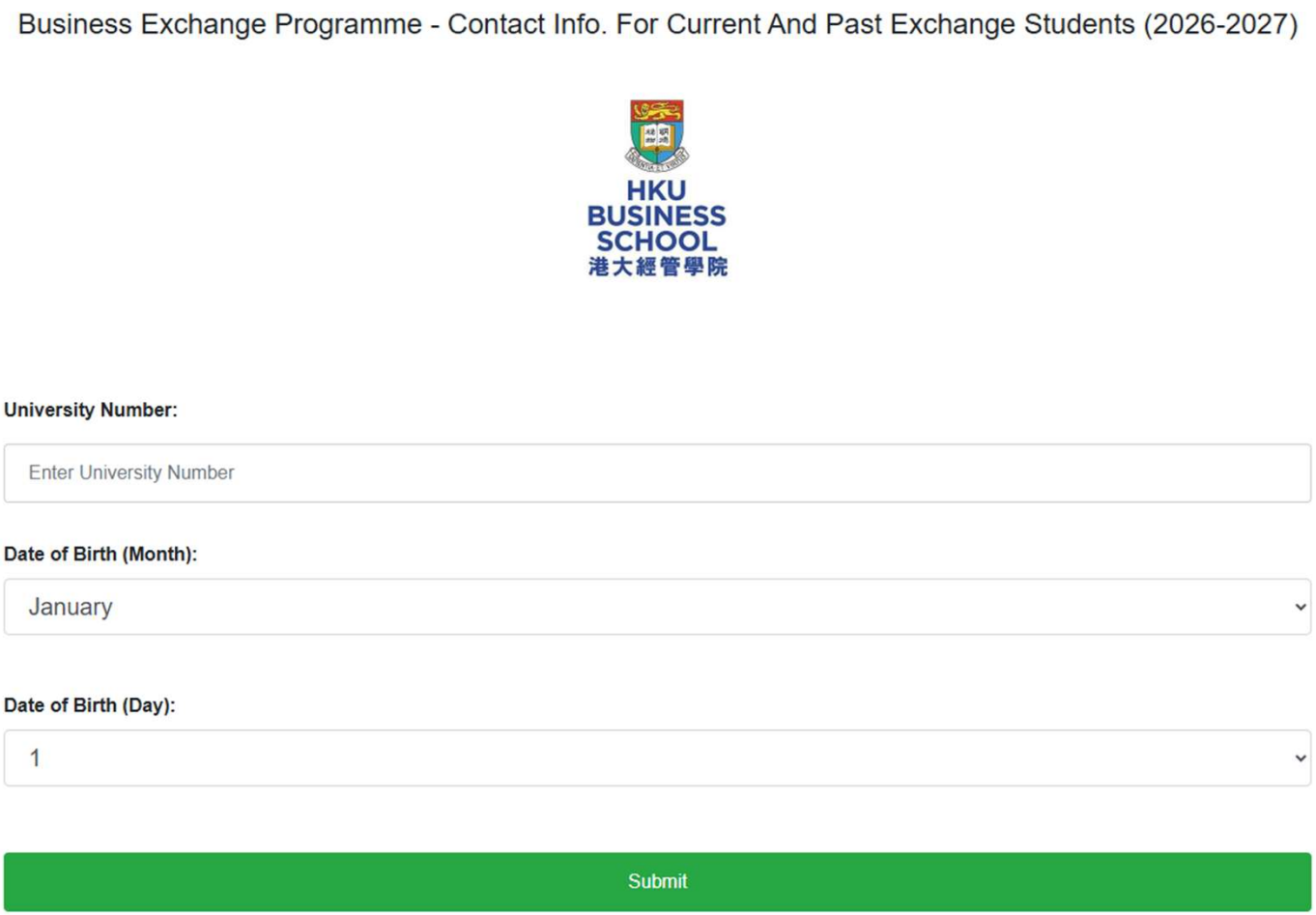
USEFUL INFORMATION

- Pre-departure Notes prepared by CEDARS for outgoing exchange students: https://www.cedars.hku.hk/nonlocal/publication/Pre-departureNotes2026.pdf

  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



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

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


Q&A
You have Questions
We have Answers