

**THE UNIVERSITY OF HONG KONG  
HKU BUSINESS SCHOOL**

**Business Exchange Programme 2024-2025**

**Guidelines on Application for Leave of Absence and Credit Transfer**

Outgoing exchange students should apply for leave of absence and credit transfer (if applicable) by submitting the application form to the School Office by email to [fbe.ugenrichment@hku.hk](mailto:fbe.ugenrichment@hku.hk) on or before the following deadlines:

*Leave of absence & credit transfer:*

*1<sup>st</sup> semester - 31 July 2024*

*2<sup>nd</sup> semester - 31 December 2024*

*Amendment - Add/Drop courses:*

*1<sup>st</sup> semester - 31 October 2024*

*2<sup>nd</sup> semester - 31 March 2025*

**Leave of absence:**

If you have yet to finalise your course selection/credit transfer plan, please submit your application for leave of absence first.

**Credit transfer:**

Credits taken at the host institution during your exchange studies can be transferred towards your degree at HKU. Please study the regulations and syllabus of your degree programme. You should be able to graduate within the curriculum's normative period of study if you work out your study plan carefully. It is advisable that you should **NOT** select courses which you have already taken in HKU as credits cannot be transferred.

You are required to seek **PRIOR** approval if you wish to transfer the credits taken abroad. Complete the application form and submit it with the supporting documents to the School Office before the deadline. The processing time for credit transfer may at least 6 weeks. Late and incomplete applications will NOT be considered.

Credit transfer is administered by the School Office. Students, except those reading double degrees, should **NOT** contact individual teaching staff to inquire transfer of courses under all circumstances.

A letter with regard to the permission to take leave and/or credit transfer will be issued to you via email upon approval of your application. The School Office will **NOT** notify students of the approval results on a course-by-course basis. Students should make reference to the letter(s) as an official reply. Please check your HKU email account regularly for updates of approval status.

It is your responsibility to ensure that you are enrolled in the appropriate courses at the host institution. It is also your responsibility to notify the School Office if you have changed your options of courses after arriving at the host institution. See the section "Amendment to credit transfer" for instructions.

Despite the fact that the pre-approved credits are granted from HKU, the actual number of courses that you can take at the host institutions are subject to their discretion/approval, and the School Office is not able to request for any exception. Please therefore be prepared that you may be required to catch up credits upon your return from exchange.

In order to align our School with the Credit Accumulation and Transfer Policy approved by the Senate (document 317/212), we have developed a set of principles governing credit transfer applications as set out below:

1. students shall take a normal course load stipulated by the host institution. Credit overload or underload during exchange is NOT advised, except under special circumstances in which School approval is required;
2. credit transfer is considered on the basis of course content equivalence and the total learning time involved in a particular course (i.e., hours include both in-class and outside classroom learning activities). In general, the normal study load for a six-credit course will be within the range of no less than 120 hours and no more than 180 hours of learning activities;
3. for European Institutions, credit transfer is based on the premise that one ECTS credit corresponds to one HKU credit;
4. the transferred credits should be rounded to the nearest multiple of six, except for cases in which a course can only be transferred as three HKU credits towards one's degree curriculum; and considering that some of the courses are rather short, especially those offered by some European Institutions, students are advised to pair up two relevant courses, or more, to be transferrable as one HKU course. If any one of the pair-up courses results in failure, that specified course cannot be transferred whilst transfer of credits is allowed for the passed course. In other words, transfer of credit and transfer of course can be separate.

**Supporting documents required:**

You should submit your application with **the enrolment record at host institution**, showing course code, title and credit weightings of the enrolled courses; **detailed course outlines** in English including topics covered, assessment methods, recommended textbook title(s) and pre-requisites, total learning time involved in the course. Either downloaded version or hard copy distributed by the host institution is acceptable, but NOT self-interpreted version or internet links to course outline websites. You are also required to do research on the full course load information as provided by the host institution and to submit the relevant documentation, for example, factsheet of the host institution.

Furthermore, you are required to obtain permission to take more credits than the normal study load in any semesters at HKU (before, during or after your exchange). Please submit, separately, an application for credit overload/underload to the School Office for approval.

Double degree students should also submit the written approval obtained from the Department of Law or Department of Computer Science to the School Office for credit transfer of the Law or Computer Science courses respectively. Please submit your study plan with supporting documents (e.g., course outlines) to relevant departments for pre-approval.

*Department of Computer Science: Dr. H.F. Ting, BBA(IS)/BEng(CS) Coordinator*

*Department of Law: Law exchange team via Ms Jean Ko*

<p><b>APPLICATION WITH INCOMPLETE INFORMATION OR INSUFFICIENT SUPPORTING DOCUMENTS WILL NOT BE PROCESSED.</b></p>
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**Amendment to credit transfer:**

Most of the host institutions would allow exchange students to change their course selection during the add/drop period. You should submit your application for approval again if you have made changes in course enrollment and credit transfer. List the courses previously approved for credit transfer in Part II of the application form. Indicate in Part III (and fill out Part IV if applicable) the courses that you wish to add or drop. Applications for add/drop courses should be submitted by the deadline. **No further changes** would be allowed after the deadline. Meanwhile, the courses that you have completed at the host institution will not be allowed for credit transfer if you have not obtained prior approval.

A letter with regard to the amendment to credit transfer will be issued to you upon approval of your application.

**Final confirmation of credit transfer:**

Upon completion of your exchange studies, please make sure that the host institution sends the official transcripts directly to the School Office (for Business Exchange Programme) or the International Affairs Office (for HKU Worldwide Exchange Programme) as soon as they are available. You should also ask the host university to send us any information or explanation on the grades classification or its grade-mark conversion.

A letter with regard to final confirmation of credit transfer will be issued to you upon receipt of your official transcript.

*\*Depending on your own needs, you should arrange to apply with the host institution for copies of transcript.\**

**Course selection at HKU:**

Please work out in advance your study plan at HKU. If you are going to participate in a one-year exchange, you need NOT 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. Make sure you DO NOT enroll in any courses for the semester while you are on exchange or you will receive "F" grade for the courses you forgot to drop.

**Special notes:**

You are bound by the rules of the host institution regarding grading, grade appeals, supplementary examinations and other academic requirements. You are also expected to complete all the assessments and examinations as arranged by the host university. **Distance examination will NOT be arranged under all circumstances.** Courses and credits taken during your exchange studies may be transferred and noted on your HKU transcript but **grades will NOT be counted towards honours classification nor be included in the calculation of YGPA for the Dean's Honours List.**

**Common Course (CC) Courses:**

If you would like to transfer CC courses, you are reminded to check the UG5 requirement on CC courses and the number of CC courses per AoI you need to take. For more information, please visit <https://commoncore.hku.hk/faqs/>

**Requirements for Dean's 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 meet 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.

**Please note that Fail grades will not be accepted for transfer of credits for each course.**

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**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 Faculty Board approved a new Faculty cap policy on credit transfer to be adopted to ensure academic integrity and fairness in May 2014. Details of the policy are as follows:

- (a) The Faculty cap policy has been effective from 2014-15 and applicable to:
  - i. all HKU students admitted to the 4-year curriculum in 2012-13 and thereafter, who take any Arts major/ minor; and
  - ii. those who go on outgoing academic exchange from 2014-15 onwards
- (b) **Up to 50% of the transferred credits to HKU can be counted towards each of the Arts major/ minor requirements.** In other words, students should complete at least 50% of each of the Arts major/ minor requirements at HKU
- (c) 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

**For other faculties, please check with the respective offices.**

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**ACCA Qualification Exemptions (Applicable to BBA(Acc&Fin) and BBA(Law)&LLB/BBA(Law) students with a Professional Core in Accounting)**

BBA(Acc&Fin) and BBA(Law)&LLB/BBA(Law) students with a Professional Core in Accounting are reminded that 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.

**HKICPA QP Requirements (Applicable to BBA(Acc&Fin) and BBA(Law)&LLB/BBA(Law) students with a Professional Core in Accounting)**

BBA(Acc&Fin) and BBA(Law)&LLB/BBA(Law) with a Professional Core in Accounting are accredited accountancy degree programmes under Hong Kong Institute of Certified Public Accountants (HKICPA) and graduates are eligible to undertake the CPA Qualification Programme (QP). 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 recognised). 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).

***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*)

June 2012

Amended May 2013  
Amended June 2013  
Amended June 2014  
Amended June 2015  
Amended June 2016  
Amended June 2017  
Amended June 2018  
Amended October 2018  
Amended January 2019  
Amended May 2019  
Amended May 2020  
Amended August 2020  
Amended May 2021  
Amended July 2022  
Amended June 2023  
Amended June 2024