

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

Guidelines on Application for Credit Transfer (during Winter break)

Credit transfer:

Students who wish to transfer the credits taken at an overseas university towards your degree at HKU should seek PRIOR approval from the School Office. You should complete the form “Application for Credit Transfer (Winter Programme)” and submit it with the supporting documents to the School Office by email to fbe.ugenrichment@hku.hk at least **1 month** prior to your departure for winter programme. The processing time for credit transfer may take about 4 weeks. Late applications will NOT be accepted.

Please provide the basic information about the winter programme you join in Part I. Please indicate in Part II the course(s) to be taken abroad which you wish to have the credits recognized and the respective equivalent course(s) at HKU.

You should submit the **copy of your admission letter** issued by the overseas university, **the enrolment record** at host institution, showing course code, title and credit weightings of the enrolled courses, and the **detailed course outlines** including topics covered, assessment methods, recommended textbook title(s) and pre-requisites, total number of contact hours (tutorials as well as lectures)/ learning hours per week and for the whole course together with your application. Either soft copy downloaded from the overseas university’s website or hard copy distributed by the overseas university is acceptable, but NOT self-typed version or internet links to course outline website.

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. Your study plan with supporting documents (e.g. course outlines, etc.) should be submitted to the following respective Departments:

*Department of Computer Science: Dr. H.F. Ting (hfting@cs.hku.hk), BBA(IS)/BEng(CS) Coordinator
Department of Law: Law exchange team via Ms Jean Ko (jeanko@hku.hk)*

Confirmation of credit transfer:

Upon completion of winter programme, you should submit ONE official transcript to the School Office as soon as it is available. You should also provide us with any information or explanation on the grades classification or the grade-mark conversion of the overseas university that issues the transcript.

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

Honours classification:

Credits taken abroad may be transferred and noted on your HKU transcript but **grades will NOT be counted towards the honours classification.**

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/>

Special notes for final year students:

Your credit transfer application will only be processed and confirmed should the course(s) enrolled in the winter programme be used to fulfill your graduation requirements.

The credit transfer application shall be repealed if you are found to have completed all the requirements as prescribed in the syllabus of the degree curriculum concerned after the second semester of your final year of study. In other words, the School is **UNABLE** to neither (i) recognise the credits taken abroad **NOR** (ii) include such record in the HKU transcript.

<p style="text-align: center;">APPLICATION WITH INCOMPLETE INFORMATION OR INSUFFICIENT SUPPORTING DOCUMENTS WILL NOT BE PROCESSED.</p>

September 2019
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