BE187/622

### Business Exchange Programme 2024-2025

### 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.ugenrichment@hku.hk*](mailto:fbe.ugenrichment@hku.hk)*\**

**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*

# Part I - Application for Leave of Absence:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Host Institution: |  | | | | | | |
| Country: |  | | | | | | |
| Exchange programme# | Business  Exchange Programme | |  | | HKU Worldwide Exchange Programme | |  |
| Period of leave of absence (exchange)# | 1st semester |  | 2nd semester | |  | Whole year |  |
| Please indicate if the programme is a physical or virtual programme. | | | | Physical / Virtual\* | | | |

*# Please put an “X” in the appropriate box.*

*\* Please delete as appropriate*

**Disclaimer:**

|  |  |
| --- | --- |
|  | I acknowledge that, as prescribed by the University, I cannot take more than 36 credits in each regular semester, 12 credits in summer semester and a total of 72 credits in one academic year (including summer semester and winter break).  I need to apply for credit overload before commencement of the Exchange Programme if I take more than the specified number of credits. I understand that there is a risk that the application for credit overload will be disapproved and I will be responsible for the consequences that may arise. |
|  | I acknowledge that, the maximum number of credits that can be transferred for Common Core courses is limited to 50% of the Common Core requirements of your programme, i.e. 50% of 36 credits or 24 credits (dual-degree programme) as the case may be. The School Office has the absolute right to revoke any transferred common core credits that exceed 50% of the Common Core requirements of your programme.  For details, please refer to the Common Core Office website at <https://commoncore.hku.hk/faqs/>. |

**Part II - Application for Credit Transfer:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of host institution:** | | | **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*** | |
| **Full course load per semester at host institution:** | | |
| Course  Code | Title | Credits | Course  Code | Title | Credits | Major/ Minor  (e.g. accounting/economics/finance) | Course level (UG5/ core course/ disciplinary elective/ free elective) | *Approval* | *Signature* |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
| Total number of credits taken abroad | |  | Total number of HKU credits to be transferred | |  |  |  |  |  |
| No. of free elective course(s) to be awarded for making up the extra credits obtained during exchange | |  |  |  |  |  |

# *Note: you should NOT select courses which you have already taken in HKU as credits will not be transferred. You are also advised to observe the Credit Transfer Guidelines carefully.*

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Applicant

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Part III - Application for Amendment of Credit Transfer:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Course(s) to ADD:*** | | | | | | | | | |
| **Name of host institution:** | | | **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  (e.g. accounting/economics/finance) | Course level | *Approval* | *Signature* |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Course(s) to DROP:*** | | | | | | | | | |
| **Name of host institution:** | | | **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  (e.g. accounting/economics/finance) | Course level | *Approval* | *Signature* |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |

Applicant

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part IV - Course Enrollment after Amendment:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of host institution:** | | | **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*** | |
| **Full course load per semester at host institution:** | | |
| Course  Code | Title | Credits | Course  Code | Title | Credits | Major/ Minor  (e.g. accounting/economics/finance) | Course level | *Approval* | *Signature* |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
|  |  |  |  |  |  |  |  | *Yes/ No* |  |
| Total number of credits taken abroad | |  | Total number of HKU credits to be transferred | |  |  |  |  |  |
| No. of free elective course(s) to be awarded for making up the extra credits obtained during exchange | |  |  |  |  |  |

Applicant

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Recommended by:  Programme Director  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved by:  Chairman, Faculty Board  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |