

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF SOCIAL SCIENCES**  
Checklist for Outgoing Exchange Students

**A) Leave of Absence with Credit and Grade Transfer**

Preparatory Stage

Before drawing up your study plan, please

- check the list on “Summary on Courses Taken by Students on Exchange Studies” (document SS104/507) via [http://www.hku.hk/socsc/students/ug/pdf/exchange/exchange\\_course\\_equivalent\\_to\\_HKU\\_course.pdf](http://www.hku.hk/socsc/students/ug/pdf/exchange/exchange_course_equivalent_to_HKU_course.pdf). It gives you an initial idea on what your fellow students have taken in previous years;
- visit the website of the receiving institution for the background information on the curriculum;
- select at least 24 HKU-equivalent credits of courses in a semester. You are advised that at least 50% of the credits for fulfilling a major/minor programme requirement must be taken at HKU;
- include several courses as back-up in case other courses are not approved;
- consult directly the relevant department(s)/school(s) to check whether your initial study plan is acceptable; and
- submit the completed “Application for Leave of Absence with Credit and Grade Transfer” together with your study plan to the Faculty Office (**both hard and soft copies**) six weeks before your departure. Students should also submit hard copy of course descriptions/outlines, assessment methods and contact hours for non-core courses.

On Exchange

- bring a copy of the confirmation letter issued by the Faculty with regard to your application for leave of absence as well as credit and grade transfer when going abroad;
- email the Faculty Office concerning your final course registration as soon as it is confirmed at the receiving institution. If you take less than 24 HKU-equivalent credits in a semester, it is necessary for you to submit an official request to the Faculty Office by email; and
- email the Faculty Office any changes on study plan at your earliest convenience for further action/approval.

Return to HK

- send the official transcript of the receiving institution to the Faculty Office as soon as it is available for grade conversion;
- make sure you have completed the necessary reports, if any, for submission to relevant parties; and
- contact the Faculty Office for resumption of study at HKU.

Remarks:

1. Retrospective application for credit or grade transfer will not be accepted and considered.
2. Grades of the courses, other than Law course(s) or those with Pass/Fail grade taken for your exchange studies will be converted to this University and be counted towards your honours classification.

**B) Leave of Absence without Credit Transfer**

Preparatory Stage

- Submit the completed “Application for Leave of Absence without Credit Transfer” to the Faculty Office six weeks before your departure.

On Exchange

- Bring a copy of the confirmation letter issued by the Faculty when going abroad.

Return to HK

- Contact the Faculty Office for resumption of study at HKU.