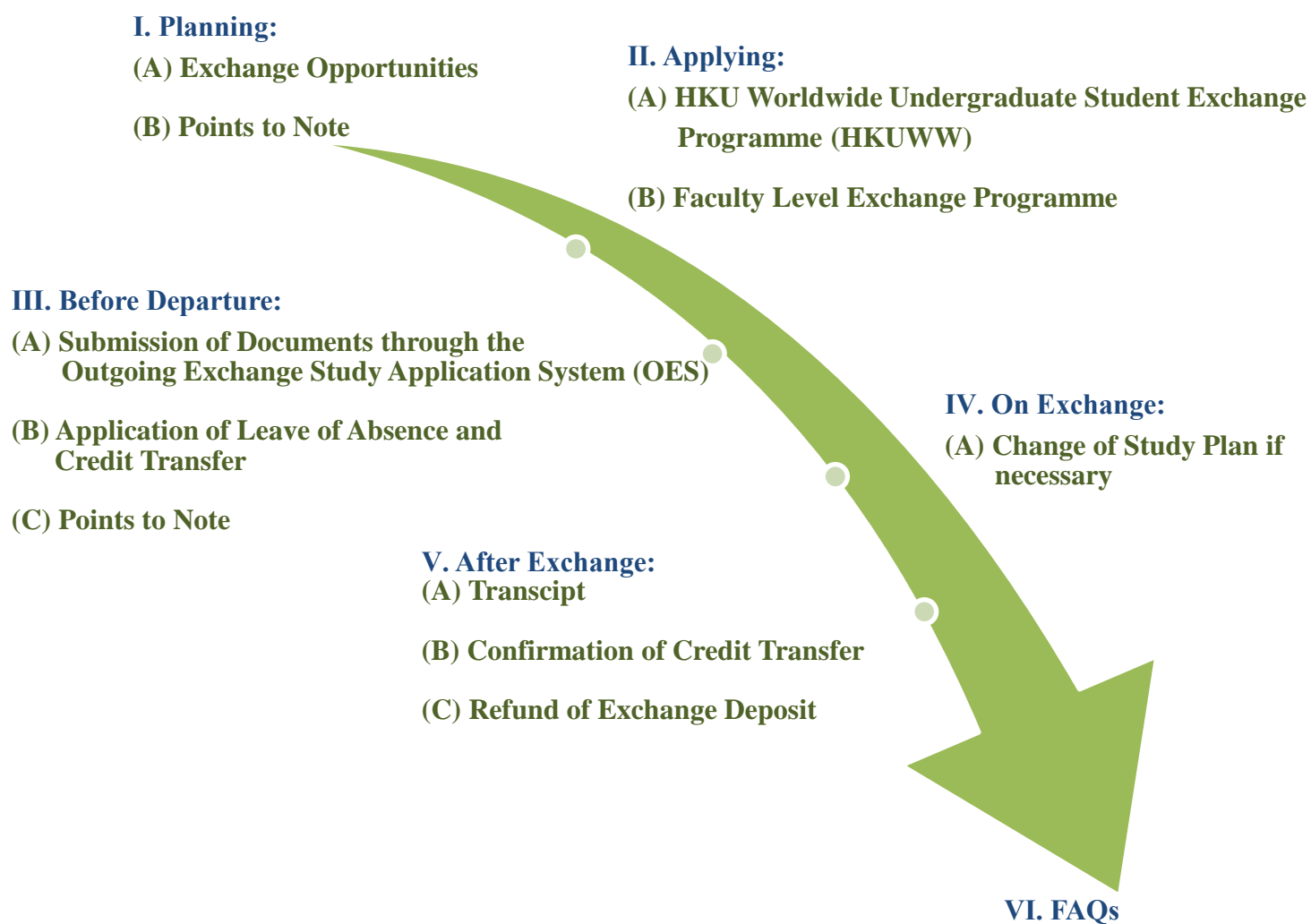
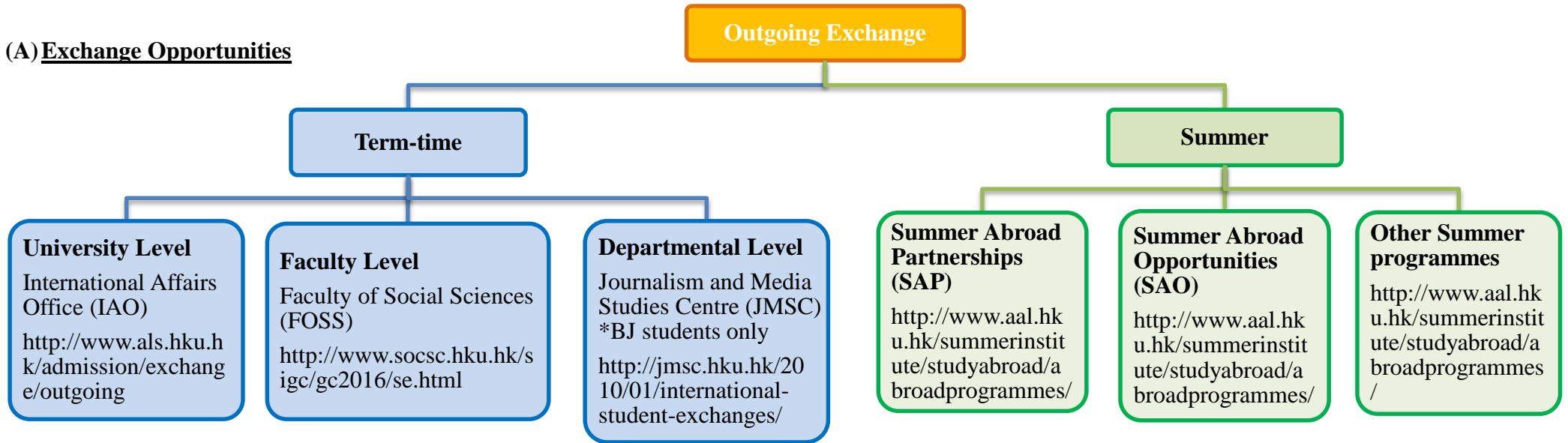


Flow Chart of Outgoing Student Exchange Programmes



I. Planning

(A) Exchange Opportunities



(B) Points to Note:

Term-time Outgoing Exchange	Summer Programmes
<ul style="list-style-type: none"> ✧ Students may apply for both the University-level and the Faculty-level exchange programmes at the same time → Only ONE offer will be granted to each student. ✧ <u>HKU Worldwide Undergraduate Student Exchange Scholarship</u> <ul style="list-style-type: none"> ✧ All shortlisted outgoing students with a CGPA, at the semester before their departure, of 3.0 or above will be eligible to receive a HKUWW Scholarship. 	<ul style="list-style-type: none"> ✧ Students may apply for the Summer Abroad Partnerships (SAP) organized by International Affairs Office. Please refer to the link below for further details of the programme: http://www.aal.hku.hk/summerinstitute/studyabroad/abroadprogrammes/summer-abroad-partnerships-sap/ ✧ Students may apply for the Summer Abroad Opportunities (SAO) offered by HKU's partner institutions worldwide. Please refer to the link below for further details of the programme: http://www.aal.hku.hk/summerinstitute/studyabroad/abroadprogrammes/summer-abroad-opportunities-sao/ ✧ For other study abroad opportunities, please refer to: http://www.aal.hku.hk/summerinstitute/studyabroad/abroadprogrammes/

II. Applying –

HKU Worldwide Undergraduate Student Exchange Programme (HKUWW) and Faculty Level Exchange Programme

✧ Please go to the link below for the application of HKUWW:

<http://www.als.hku.hk/admission/exchange/outgoing-students/programmes/page>

✧ Please go to the link below for the application of Faculty Level Exchange Programme:

<http://www.socsc.hku.hk/sigc/gc2016/se.html>

III. Before Departure

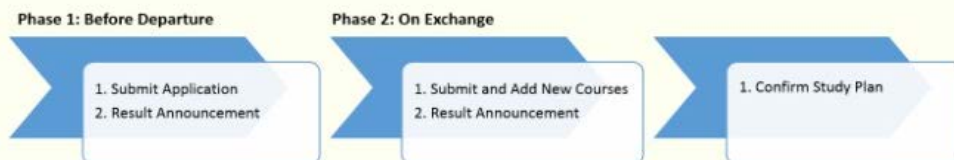
(A) Submission of Documents through the Outgoing Exchange Study Application System (OES)

BEFORE departure, please be reminded to submit / prepare for the following documents / procedures:

- Complete application procedures through the [Outgoing Exchange Study Application System \(OES\)](#)
- Apply for Leave of Absence with/without Credit Transfer through [OES](#)
- Submit the academic calendar of the host institution
- Submit relevant course outlines and descriptions for the planned courses at the host institution

Once students log on to the [OES](#) system, the dates of application period and other important dates will be indicated in the dashboard section.

Workflow for Applying Credit Transfer



► For the period of 2016/17 (First Semester and Full Year)

For the period of 2016/17 (First Semester and Full Year)

Phase 1: Before Departure

Application Period: 05/09/2016 - 10/09/2016 (Hong Kong Time 12:00 noon)

Result Announcement: 16/08/2016

Phase 2: On Exchange

Application Period: Within 21 days upon commencement of a semester

Result Announcement: Within 35 days upon commencement of a semester

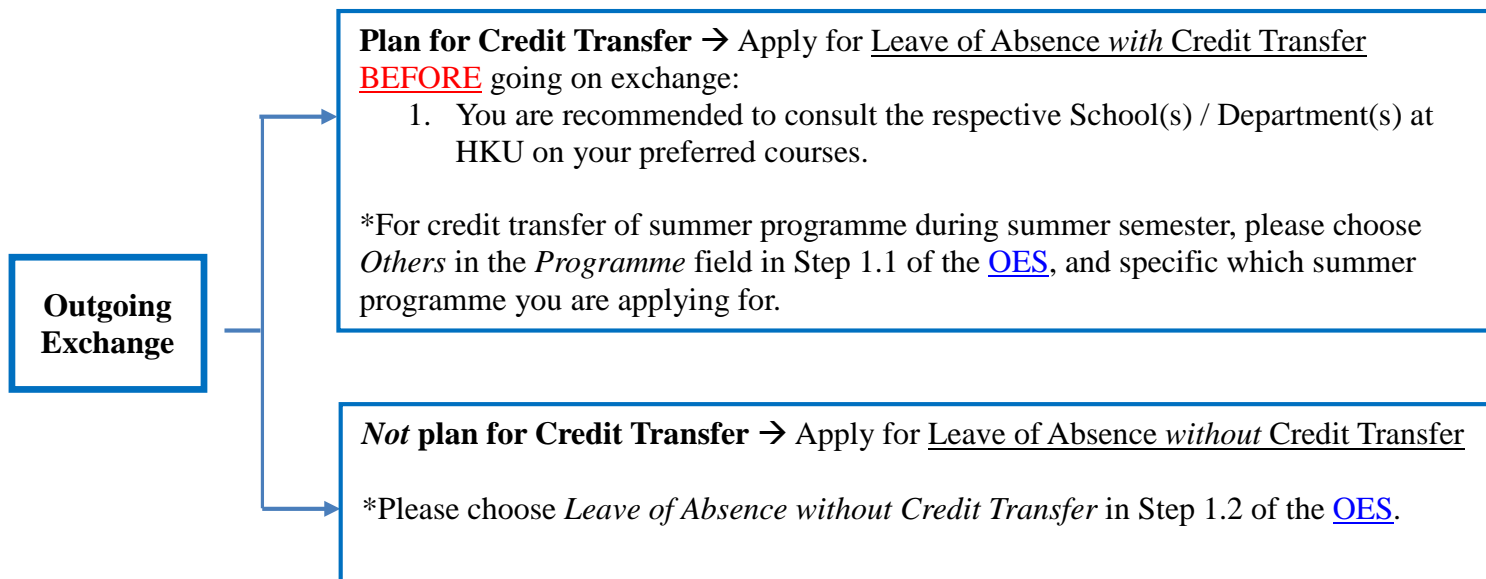
Confirm Study Plan: Within 42 days upon commencement of a semester

Application Number	Exchange Programme
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201610031	Faculty of Social Sciences Exchange Programme (University of Warwick)
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[View](#)

(B) Application of Leave of Absence and Credit Transfer



- ✧ **Leave of absence and credit transfer must be applied **BEFORE DEPARTURE** – NO retrospective application is allowed.**
- ✧ The Faculty Office would send out notification email announcing the commencement of the application period for the [OES](#).

For **course outlines/ descriptions** to be uploaded to OES, the following information should be included:

- Official proof of the number of credits for the course(s) (e.g. print screen of the course registration page of host university)
- Course syllabus
- Total number of contact hours (in lectures, tutorials, etc.)
- Coursework requirements
- Assessment method
- Brief translated English version if the course information is in other language(s)
- Any other relevant information that may be considered by the School(s)/Department(s) concerned

Points to Note:

- ✧ The maximum number of supporting documents for course information allowed is limited to 3 documents per course, each document should not exceed 1MB.
- ✧ The courses you wish to take at your host institution are not compulsorily be equivalent to a specific HKU course, but you have to indicate the “Field” (e.g. Sociology, Linguistics, etc.) and “Aim to fulfil” (e.g. Major in Sociology, Global Citizenship, etc.) clearly to facilitate the approval process.
- ✧ If you have not declared your major, you should fill in “Electives” for the “Aim to fulfil” during application for any potential courses of declared major.
- ✧ **Notification of result:** The dashboard on the online system will indicate the date of result announcement. The system will also send you a notification when the result is available online.

(C)

Points to Note while Selecting Courses for Credit Transfer

1. The maximum or minimum number of HKU-equivalent credits that you can transfer from the host university to HKU:

- ✧ Please refer to the Regulations and Syllabus of your degree programme for the normative semester and annual study load. Normally, you can transfer no less than 24 or not more than 36 HKU-equivalent credits to HKU.
- ✧ You are reminded that at least 50% of the credits for fulfilling a major (excluding the fulfilment of Social Innovation and Global Citizenship)/minor programme has to be the courses taken at HKU.
- ✧ If you have violated any regulations, you are required to submit and complete a special approval **application form** together with any supporting documents to the Faculty Office. Each application will be considered on case-by-case basis.

2. The credit conversion ratio between the HKU and the host university:

- ✧ Please refer to the Credit Conversion for Outgoing Exchange Students available at the Faculty website:
 - Current Students → Off-campus Learning → Exchange Programmes → Exchange-out (i.e. scroll down the page and see “Reference Documents”)
- ✧ On the OES, the converted HKU-equivalent-credits are calculated automatically. You should enter the number of credits of each course according to your supporting documents.
- ✧ If the host university is not listed in the credit conversion table/ reflected on OES, you are required to submit the official information of the length of the study and number of credits required for graduation for the honors degree of the host university to the Faculty Office for approval. The Faculty Office will then add the relevant information to the credit conversion table and OES.

3. The selection of Aim of Fulfillment for the courses

- ✧ Major:
To fulfill the requirement of major’s compulsory course(s), the department(s) must approve the course(s) offered by the host institutions as transferable and equivalent to the HKU’s compulsory course(s).
- ✧ Elective Course:
Courses intended to be transferred as free electives.
- ✧ Global Citizenship (GC):
Courses that are approved as advanced level elective courses can be used to fulfill GC, therefore students should check if they want to transfer any courses as GC or electives.
- ✧ It should be noted that 12 HKU-equivalent credits are required to fulfill GC.

IV. On Exchange – Change of Study Plan if necessary

DURING exchange studies at the host institution –

You can change your study plan (such as adding or dropping any courses if necessary) during the add/drop period at the host institution.

You can apply for more courses either during Phase 1 application period or Phase 2 application period. Please refer to the system dashboard for the exact date.

During the 2 application periods, you can go to **Step 1.3** and click **Add New** to apply for credit transfers of more courses.

You are required to **confirm the finalized course registration** (i.e. provide the course titles and aims of fulfilment) to the Faculty Office by the deadline through the OES as indicated in the dashboard of the system.

*** Retrospective application after the above mentioned period will NOT be accepted.**

V. After Exchange

(A) Transcript

AFTER the exchange studies and return to Hong Kong –

The official transcript issued by the host institution is required in order to complete the credit transfer process and the transcript shall be sent by the host institution to HKU 8 to 10 weeks after the end of semester.

Only the credits of successfully completed courses at the host institution can be transferred to HKU.

The host institution will send the transcripts to the organizers of exchange programmes (e.g. IAO) and the transcripts will be forwarded to the Faculty Office for credit transfer.

The institutional copy of transcript will not be given to students. If you wish to obtain a copy of transcript for your good self, you should apply it from the host institution direct.

(B) Confirmation of Credit Transfer

✧ You can check and confirm your result of credit transfer on OES after exchange upon receipt of the notification email from the Faculty Office.



Outgoing Exchange Study Application System



Hong Kong Time:
Oct 25, 2016 10:01

Dashboard



Important Notes

PSYC

PSYC

Credit Transfer Result

Student Name:

University No.:

After reviewing your assessment results attained at **the National University of Singapore** during your exchange studies in the second semester of the 2015-2016 academic year, please be confirmed that the following credits of courses be transferred to your study at this University:

Course Prefix	Course Code/Title	HKU-equivalent Credit (adjusted*)	HKU-equivalent Course	Level (Introductory/Advanced)	Fulfilling major/ minor/ Global Citizenship requirement
GRMN	/ German 4	6	^t GRMN3002	Advanced	Minor in German-Disciplinary Elective
	Learning and Conditioning	6	TFSS9000	Advanced	Major in Psychology-Core/Compulsory
	Research and Statistical Methods II	6	PSYC2060	Advanced	Major in Psychology-Disciplinary Elective
Total number of Credit:		18			

- *The number of transferred credits has been adjusted in multiple of 6 credits in accordance with the university policy ([document_273/1114](http://www.cdqa.hku.hk/doc/CAT_policy/317_212_amended_Attachment_II_273_1114.pdf) (http://www.cdqa.hku.hk/doc/CAT_policy/317_212_amended_Attachment_II_273_1114.pdf)).
- TFSS9000/TFSS9001 = dummy course codes for courses without HKU-equivalent courses
- Core/Compulsory in first major = Global Citizenship
- Disciplinary Elective = core/compulsory and disciplinary elective in the declared major

You should also pay attention to all the important notes listed below:

1. The assessment results of the above courses will not be included in the calculation of grade point average and honours classification, but the course titles and credits will be recorded in the HKU official transcript.
2. You are required to complete **ANY** outstanding requirements as prescribed in Regulation UG5 'Requirements for graduation' of the Regulations for First Degree Curricula, including the three language enhancement courses and the required Common Core courses, in your following year(s) in HKU.
3. You are responsible to go through the syllabus for the requirements of your declared major/minor programme. Please be reminded that you are required to

complete at least 50% of the credits for fulfilling a major (excluding the fulfilment of Social Innovation and Global Citizenship)/minor programme with courses at HKU. Any completed mutually exclusive courses with your previous academic records shall be counted on top of the normal load of 240 credits for graduation

4. You are not allowed to transfer any credits for the equivalent courses that you have received a D grade or above in your study at HKU.
5. Should you encounter any difficulties in enrolling advanced courses that you have fulfilled the pre-requisite by credit transfer from exchange studies, please inform the Faculty Office at socscug@hku.hk (<mailto:socscug@hku.hk>). The Faculty Office shall assist you to enroll the course concerned.

Faculty of Social Sciences, The University of Hong Kong (<http://www.socsc.hku.hk>)

(C) Refund of Exchange Deposit

- ✧ Upon successful exchange report submission, IAO will return HK\$2,000 exchange deposit to students.
- ✧ Only zip file to be uploaded to the system is acceptable. Details (e.g. link and report requirements) will be provided by IAO in due course. Email submission is invalid.
- ✧ Exchange deposit will be forfeited if the report is not received by the deadline.
- ✧ Please update your bank account's information at HKU Portal for receiving direct deposit. (HKU Portal > Financial Services > View/Amend Bank Account Info)

VI. FAQs

Q1. I am going to shorten the period of exchange studies, or withdraw from the exchange studies, what immediate actions I need to take?

Answer:

You are required to notify the organizer of the exchange programme (i.e. IAO) and the Faculty Office as soon as possible.

Q2. Since I am studying overseas, do I need to check the HKU email account?

Answer:

You should check your HKU email account regularly. All email correspondences between the Faculty and students shall be conducted via HKU email account.

Q3. Will the courses approved for credit transfer affect my GPAs and Honors Classification?

Answer:

Please note that the assessment results of the courses will not be included in the calculation of GPA and Honors Classification, but the course titles and credits will be recorded in the HKU official transcript.

Q4. When / How can I know the result of credit transfer?

Answer:

The Faculty Office will send an email or a confirmation letter to you by post. The date of releasing the final result is subject to the receipt date of the official transcript from the host institution. Please allow at least 2 months for processing after your exchange studies.