



Faculty of  
**Social Sciences**  
The University of Hong Kong  
香港大學社會科學學院

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# Important Notes for Outgoing Exchange Students



# Before Departure



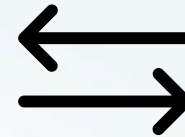
Visit the website of host university on curriculum and related course information to draw up your study plan



Visit the [Credit Transfer Database](#) to check the credit transfer approval history (for reference only)



Consult the relevant department(s)/ school(s) (approving units) for advice on your initial study plan



Check the [Credit Conversion Table](#) for the credit conversion ratio of your host university



Submit Application for Credit Transfer and Leave of Absence via online [Outgoing Exchange Studies Credit Transfer Application \(OES\) System](#)

# Application for Credit Transfer and Leave of Absence

- Submit application via the online [Outgoing Exchange Studies Credit Transfer Application \(OES\) System](#) prior to your departure
- At least **50% of the credits** for fulfilling a major (excluding the fulfillment of Social Innovation and Global Citizenship)/minor programme requirement must be taken at HKU including the capstone project
- Meet the minimum and maximum study load of **24** and **36** HKU-equivalent credits respectively in a semester at the host university
- In case the host university is not listed on the system, submit the following documents to the Faculty Office ([socii@hku.hk](mailto:socii@hku.hk)) for approval
  - Official information about the length of study of the curriculum concerned; and
  - Number of credits required for graduation for the honours degree of the host university



Application procedures including the deadlines will be sent to students' HKU email account in due course



## Credit Transfer Application Timeline

- 1<sup>st</sup> Semester & Full Year Exchange: July – August
- 2<sup>nd</sup> Semester & Winter Programmes: October – November
- Summer Semester Exchange: April - July

# Application for Credit Transfer and Leave of Absence

Pay attention to the followings when making online application:

Upload course outline / description (in English or with English translation) onto the online system. The following information must be included:

- ✓ Course code (if applicable)
- ✓ Course title
- ✓ Number of contact hours
- ✓ Number of credits
- ✓ Course objectives or intended learning outcomes
- ✓ Assessment methods

Make sure the course code, course title and number of credits you input align with the course outline uploaded

Select the course offering department(s) of your proposed HKU-equivalent course(s) as the approving unit(s)

Indicate clearly the “**Field**” and “**Aim of Fulfilment**” for the approval of the relevant department(s) or school(s)

- Field – such as Sociology, Linguistics, etc.
- Aim of Fulfilment – such as Major in Sociology, Global Citizenship, Elective, etc.

Select **at least 24 HKU-equivalent credits** of courses in a semester at the host university

Apply several courses as back-up



**No change of courses will be allowed on the online system until the start of semester at the host university**

# Application for Credit Transfer and Leave of Absence

## Credit Conversion

- The **total number of credits** for a semester or year of exchange study must only in **multiples of 6 credits** even though transfer credits awarded for individual courses need not follow the standard 6-credit HKU course requirement. The credit adjustment (downward or upward) in the Faculty of Social Sciences is on the following course priority under normal circumstances:

Free elective -> Global Citizenship -> Minor's disciplinary elective -> Major's disciplinary elective

<u>Actual credits transferred from exchange host university per semester / year</u>	<u>Total conversion credits to satisfy HKU 6-credit accumulation structure</u>	<u>Actual credits transferred from exchange host university per semester / year</u>	<u>Total conversion credits to satisfy HKU 6-credit accumulation structure</u>
< 5.00 HKU credits	0 HKU credits	> 38.75 but < 44.75 HKU credits	42 HKU credits
> 5.00 but < 8.75 HKU credits	6 HKU credits	> 44.75 but < 50.75 HKU credits	48 HKU credits
> 8.75 but < 14.75 HKU credits	12 HKU credits	> 50.75 but < 56.75 HKU credits	54 HKU credits
> 14.75 but < 20.75 HKU credits	18 HKU credits	> 56.75 but < 62.75 HKU credits	60 HKU credits
> 20.75 but < 26.75 HKU credits	24 HKU credits	> 62.75 but < 68.75 HKU credits	66 HKU credits
> 26.75 but < 32.75 HKU credits	30 HKU credits	> 68.75 HKU credits	72 HKU credits
> 32.75 but < 38.75 HKU credits	36 HKU credits		

# Application for Credit Transfer and Leave of Absence

## Credit Conversion

### Scenario 1

Courses taken at Host U	Aim of Fulfilment	Credits (Host U)	HKU-equivalent Credits	Adjusted Credits
Course 1	Major's disciplinary elective	5	5	5
Course 2	Major's disciplinary elective	5	5	5
Course 3	Free Elective	5	5	4
Course 4	Free Elective	5	5	4
Total no. of credits:		20	20	<b>18</b>

### Scenario 2

Courses taken at Host U	Aim of Fulfilment	Credits (Host U)	HKU-equivalent Credits	Adjusted Credits *
Course 1	Major's disciplinary elective	9	8	8
Course 2	Major's disciplinary elective	9	8	8
Course 3	Minor's disciplinary elective	9	8	8
Course 4	Global Citizenship	9	8	9
Course 5	Global Citizenship	9	8	9
Total no. of credits:		45	40	<b>42</b>

\* Students are required to apply for special approval on exceeding the maximum study load of 36 credits in a semester. The request is subject to Faculty Board's approval.

# Application for Credit Transfer and Leave of Absence

## Credit Conversion

### Scenario 3

Courses taken at Host U	Aim of Fulfilment	Credits (Host U)	HKU-equivalent Credits	Adjusted Credits
Course 1	Global Citizenship	2	4	4
Course 2	Global Citizenship	2	4	4
Course 3	Global Citizenship	2	4	4
Course 4	Free Elective	2	4	6
Course 5	Free Elective	3	6	6
Course 6	Major's disciplinary elective	3	6	6
Total no. of credits:		14	28	<b>30</b>

### Scenario 4

Courses taken at Host U	Aim of Fulfilment	Credits (Host U)	HKU-equivalent Credits	Adjusted Credits *
Course 1	Major's disciplinary elective	4	4	0
Total no. of credits:		4	4	<b>0</b>

\* No credit will be transferred if the total number of credits for a semester or year of exchange study are less than 5 HKU-equivalent credits

# Global Citizenship (GC)

Exchange Programme is one of the various options to fulfil the 12-credit Global Citizenship (GC) requirement

- ✓ Faculty-level Exchange Programmes
- ✓ HKUWW Exchange Programmes
- ✓ Short-term Study Abroad Programmes (course-based) organised by International Affairs Office (IAO)

To fulfil GC requirement with credits earned from Exchange Programmes, you must:

- Apply for **credit transfer with 12 HKU-equivalent credits of advanced level courses** (course level determined by HKU) prior to your exchange study
- Submit an **additional assignment on Global Citizenship reflection** upon the end of your exchange programme (*for students in their 3<sup>rd</sup> year of study or above who participate in virtual exchange programme*)



**Exchange Programme itself is not necessarily able to suffice the GC requirement**



# On Exchange

## Change of Course Enrolment (if any)



- Make changes of your credit transfer application during the add/drop period at the host university (during the **first 3 weeks** from the start of semester) via the OES System for approval
- No need to delete any processed application(s) on the OES System if you would like to drop any course(s)

## Confirmation of Study Plan



- Confirm your study plan on or before the deadline by uploading the course enrolment proof (e.g. screen capture from the host university's online enrolment system)
- Transfer part of the courses you have enrolled back to your studies in HKU if you have taken more than 36 HKU-equivalent credits of courses in a semester at the host university

## Submit Application for Special Approval (if appropriate)

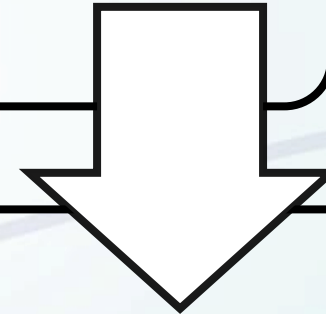


- Submit an [Application for Special Approval](#) with justification **within 7 days** upon confirmation of your study plan to the Faculty Office by email if you decided to confirm an underload or overload study plan

# Return to Hong Kong

## Submit a transcript to the Faculty Office for completion of credit transfer

- Bring the official transcript with an additional copy to the Faculty Office in person
- Request host university to send an electronic transcript to the Faculty Office ([socii@hku.hk](mailto:socii@hku.hk)) directly



## Faculty Office will do the credit transfer (not grade) via the SIS for those courses

- ✓ shown on your confirmed study plan; and
- ✓ with passing grades shown on the official transcript provided by the host university



# Other Related Issues

## Student Visa (for non-local / Mainland students)

- Your Hong Kong student visa is suspended when you are on leave of absence. Please contact the [Admissions Office](#) of the Registry regarding the extension of student visa for the forthcoming semester / academic year

## HKU Hall Residence (for students previously reside in HKU Halls)

- You should contact CEDARS and make necessary application if you wish to apply for HKU Hall accommodations in the forthcoming academic year

## HKU Email account

- You should use your HKU email account for all communications concerning your studies and **check your HKU email account regularly** to receive the latest announcement from the Faculty Office including during your exchange period

## Extension of HKU Student Status (for students in their 4<sup>th</sup> year of studies)

- If you have not yet completed the graduation requirements by the end of second semester of your 4<sup>th</sup> year of studies, the Faculty Office will take an appropriate action to extend your student card after releasing the assessment results of the second semester on your behalf. You will receive a notice from the Registry to collect your new student card when it is ready. Please note that it will take around 10 working days for the Registry and other service units to update your record which may result in a temporary inaccessibility of HKU facilities such as library service etc. during the period

# Useful Information

## Faculty Experiential Learning Website

<https://www.socsc.hku.hk/sigc/el-opportunities/sigc-options/outbound-exchange-programmes/>

## Frequently Asked Questions

<https://www.socsc.hku.hk/sigc/resources/faqs/>

## Academic and Other Preparations (International Affairs Office)

<https://intlaffairs.hku.hk/support.php?pid=2&type=outgoing>

## Scholarships (International Affairs Office)

<https://intlaffairs.hku.hk/support.php?pid=1&type=outgoing>