



Important Notes for Exchange-out Students

Part II: Credit Transfer Rules



Exchange and Graduation



Students are strongly recommended to join exchange in Year 2-3.

Students joining exchange in their final year might result in any of the following consequences:



Grades are normally released in early-September. Request for early grade release will NOT be entertained



Students will be unable to graduate from the Bachelor's Degree by the end of August. Any postgraduate studies to be commenced in September might be affected. Any offer of postgraduate studies might be cancelled in the worst case



Official documents reflecting students' completion of the Bachelor's Degree, e.g. transcript, Certificate of Graduation (CoG), AAP, etc. will only be available for application after the official graduation date by mid-September



Students are ONLY eligible to join the Winter Congregation



Any strike(s) in the European countries may lead to delay in transcript issuing



Core/Compulsory courses in Year 3-4

- Might NOT be offered in Host University during your exchange semester
 - Might ONLY be offered in certain semester in HKU, when you are on exchange
- * Students are recommended to check carefully prior to your exchange study

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)

During your Exchange, Global Citizenship (GC) requirement should be the **priority** of your credit transfer, 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, excluding APRU
- ✓ Advanced level recognized by HKU units
- ✓ At least 12 HKU-equivalent credits
- ✓ Can be of any fields
- ✗ excluding APRU – and all virtual learning
- ✗ Local Universities



Credits from virtual exchange programmes, e.g. APRU, cannot be used to fulfil the GC requirement



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

Global Citizenship (GC)

During your Exchange, Global Citizenship (GC) requirement should be the priority of your credit transfer



Advanced level recognized by HKU units

- Course that are advanced level in Host University might sometime be recognised as introductory level in HKU



At least 12 HKU-equivalent credits

- 1 course can only have 1 fulfilment, if the course is only worth 10 HKU credits, then you will need 2 courses to fulfil GC (Scenario 2)
- If the course is worth 2 HKU credits, then you would need 6 courses to fulfil GC



Can be of any field

- Students of social sciences are, however, recommended to enrol in courses which are related to their major(s). Courses in non-social sciences field may sometimes be challenging, despite such courses are potentially regarded as introductory level



Failure to credit transfer

During your Exchange, some traps that might lead to unsuccessful credit transfer:



Failure in the course(s) taken at Exchange Host University

- If you have failed the course(s) taken at the Host University, then **NO** credits shall be gained for the particular course(s)



Course(s) that you have taken in HKU previously

- If a course is mapped to be equivalent to a HKU course you already fulfilled, then such course could not be taken again for credit transfer
- If a course you completed at the Host University is mapped to be equivalent to a HKU course which you have not fulfilled yet, it would be eligible for credit transfer but this course could not be taken again at HKU



Courses of recreational field

- Watch for fields that not taught in HKU. For example, if the course(s) is of recreational fields, it would most likely be recognised as introductory level



The fail course(s), or otherwise, will not show up on your HKU transcript.

Credit Transfer Rule – Multiples of 6

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 will be made for **one course** 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		

*Please see Scenario 4 for more information

Credit Transfer Scenario

Scenario 1

Courses taken at Host U	Aim of Fulfilment	Host U Credits	HKU-equivalent Credits	Adjusted Credits	Real Breakdown
Course 1	Global Citizenship	22	11	10	10 + 4 = 14 credits - 12 credits for GC fulfillment = 2 ¹ credits ¹ left, which counted as free electives
Course 2	Global Citizenship	10	5	4	
Course 3	Major's adv. disciplinary elective(DE)	22	11	11	11 + 5 credits = 16 credits - 12 ² (HKU normal credits) = 4 ³ credits left, which counted as free electives
Course 4	Major's adv. disciplinary elective(DE)	10	5	5	
	Free electives				2 ¹ + 4 ³ = 6 credits of free electives
Total no. of credits:		60	32	30	GC fulfilled, 2 courses of unmapped Major DE, and 1 course of advanced level free electives

Scenario 2

Courses taken at Host U	Aim of Fulfilment	Host U Credits	HKU-equivalent Credits	Adjusted Credits	Real Breakdown
Course 1	Global Citizenship	20	10	10	10 + 10 = 20 - 12 credits for GC fulfillment = 8 ¹ credits left, which counted as free electives
Course 2	Global Citizenship	20	10	10	
Course 3	Major's adv. disciplinary elective(DE)	20	10	10	10 - 6 credits = 4 ³ credits left, which counted as free electives
	Free electives				8 ¹ + 4 ³ = 12 credits of free electives
Total no. of credits:		60	30	30	GC fulfilled, 1 unmapped Major DE, and 2 course of advanced level free electives

Credit Transfer Scenario

Scenario 3

Courses taken at Host U	Aim of Fulfilment	Host U Credits	HKU-equivalent Credits	Adjusted Credits	Real Breakdown
Course 1	Global Citizenship	5	5	5	5 + 5 + 5 = 15 - 12 credits for GC fulfillment = 3 ¹ credits left, which counted as free electives
Course 2	Global Citizenship	5	5	5	
Course 3	Global Citizenship	5	5	5	
Course 4	Major's adv. disciplinary elective(DE)	5	5	5	5 ² credits cannot be counted as a full HKU course, so likely counted as free electives OR Take another DE in host U or HKU to make up for the credits
Course 5	Intro Free electives	5	5	4	3 ¹ + 5 ² = 7 credits of advanced free electives 4 ³ = 4 credits of intro free electives
	Free electives				
Total no. of credits:		25	25	24	GC fulfilled, and 1 course of advanced level free electives



* After confirming study plan, please 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 enrol in **more than 108 credits** of introductory courses;
- enrol in any introductory course in the final year of study

Credit Transfer Scenario

Scenario 4

Courses taken at Host U	Aim of Fulfilment	Host U Credits	HKU-equivalent Credits	Adjusted Credits	Real Breakdown
Course 1	Global Citizenship	15	8	6	6 + 8 = 14 - 12 credits for GC fulfillment = 2 ¹ credits left, which counted as free electives
Course 2	Global Citizenship	15	8	8	
Course 3	Major's adv. disciplinary elective(DE)	15	8	8	16 credits -12 credits for DE and 4 ² credits left, likely counted as free electives
Course 4	Major's adv. disciplinary elective(DE)	15	8	8	
	Free electives				2 ¹ + 4 ² = 6 credits of free electives
Total no. of credits:		60	32	30	GC fulfilled, 2 courses of advanced level disciplinary elective and 1 free electives

Scenario 5

Courses taken at Host U	Aim of Fulfilment	Host U Credits	HKU-equivalent Credits	Adjusted Credits	Real Breakdown
Course 1	Global Citizenship	20	10	10	10 + 10 = 20 -12 credits for GC fulfillment = 8 ¹ credits left, which counted as free electives
Course 2	Global Citizenship	20	10	10	
Course 3	Major's adv. disciplinary elective(DE)	20	10	10	10 - 6credits= 4 ³ credits left, which counted as free electives
	Free electives				8 ¹ + 4 ³ = 12 credits of free electives
Total no. of credits:		60	30	30	GC fulfilled, 1 unmapped Major DE, and 2 course of advanced level free electives

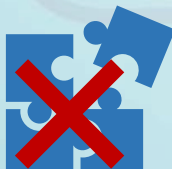
Credit Transfer Scenario

Scenario 6

Courses taken at Host U	Aim of Fulfilment	Host U Credits	HKU-equivalent Credits	Adjusted Credits	Real Breakdown
Course 1	Global Citizenship	2	4	4	4+ 4 +4 = 12 credits for GC fulfillment
Course 2	Global Citizenship	2	4	4	
Course 3	Global Citizenship	2	4	4	
Course 4	Major's adv. disciplinary elective	3	6	6	Fulfill Major adv. Disciplinary electives
Course 5	Minor's adv. disciplinary elective	3	6	6	Fulfill Minor adv. Disciplinary electives
Course 6	<u>Intro</u> disciplinary elective	2	4	6	The course cannot be used for GC, and in this scenario, the student had already taken 108 introductory level of courses.
Total no. of credits:		14	28	30	GC fulfilled, 1 course each to fulfill major and minor, and 1 course of introductory level free electives

Scenario 7

Courses taken at Host U	Aim of Fulfilment	Credits (Host U)	HKU-equivalent Credits	Adjusted Credits *
Course 1	Major's disciplinary elective	3	3	0
Total no. of credits:		3	3	0



* **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**

* Credits **CANNOT** be combined from two different universities / cohorts

Regulation and Rules

Course level

Components		Course Level
A.	University Requirements (UG5)	
	i. Core University English course (CAES1000)	Introductory
	ii. English in the Discipline course (CASE9XXX)	Advanced
	iii. Chinese Enhancement course (CSSC9001 [CUND9002/9003])	Introductory
	iv. Common Core courses (all cc)	Introductory
B.	Disciplinary Major	
	i. Introductory course (1XXX)	Introductory
	ii. Pre-requisites	Introductory
	iii. Advanced courses	Advanced
	iv. Capstone requirement	Advanced
	v. Social Innovation and Global Citizenship	Advanced

Credits Requirement for Graduation:

Courses	No. of Required Credits
Introductory courses	Not more than 108 credits*
Advanced courses	Not fewer than 132 credits
Total no. of credits	Not fewer than 240 credits

Almost all of the 1000- level courses are introductory level.

- if you enrol in more than 108 credits of introductory courses;
- enrol in any introductory courses in the final year of study.
- The extra introductory credits will be counted on top of the normal study load of 240 credits.
- In other words, students who have taken more than 108 introductory credits are required to take more than 240 credits for graduation.



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- if you enrol in **more than 108 credits** of introductory courses;
- enrol in any introductory course in the final year of study.