Faculty of
SOCial SCiences
The University of Hong Kong
香港大學社會科學學院

社科人
Socientist

Important Notes for Exchange-out Students

Part I: OES Flow and Guideline

Experiential Learning

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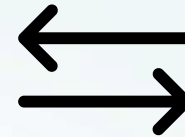
Before Departure

| 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 online via the **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) 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
- 1st Semester & Full Year Exchange: **July – August**
- 2nd Semester & Winter Programmes: **October – November**
- Summer Semester Exchange: **April - June**

Outgoing Exchange Study (OES) system

Pay attention to the followings when making the OES 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

Indicate clearly the "**Aim of Fulfilment**" (such as Major in Sociology, Global Citizenship, Elective, etc.) for the approval of the relevant department(s) or school(s)

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). For Global Citizenship (GC) fulfilment, the approving unit(s) should be related to the **field of the proposed course** but not the student's home department.
For example, if a student majoring in Sociology wishes to fulfil GC with a **Geography course,** he/she should select **Department of Geography**, instead of Department of Sociology, as the **approving unit** for that specific Geography course

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

Apply several courses as back-up

On Exchange–Outgoing Exchange Study System (OES)

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
    - enrol in more than 108 credits of introductory level courses
    - enrol in any introductory level course in the final year of study

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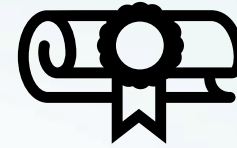
Faculty Office will do the credit transfer (not grade) via the SIS for those courses

√ approved on your confirmed study plan [with consistent course information (i.e. course code, course title, no. of credits, etc.) as listed on the transcript]

√ with passing grades shown on the official transcript provide by the host university

Only the following information will be shown on your HKU Transcript:

√ Granted leave to join foreign exchange programme

√ Host University Name and Country

√ No. of Credits Transferred, Course Title (of courses taken at the host university), and Fulfilment
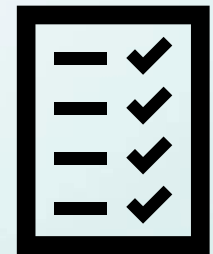
Other Related Issues

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 4th year of studies)

- If you have not yet completed the graduation requirements by the end of second semester of your 4th 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