

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF SOCIAL SCIENCES**

**Notes for Outgoing Exchange Students**

<b>Leave of Absence with Credit Transfer</b>
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**A. Before Departure (Phase 1)**

**Before drawing up your study plan, please**

- visit the website of the host university for curriculum information on the curriculum and related courses;  
  
obtain the course outline / description which must contain the following information for credit transfer for uploading onto the on-line system as a supporting document. English version is required and brief translation to English is required if the course information is available in other language only. Without the stated information, the course will be disapproved and you are required to resubmit it.
  - Course code (if applicable)
  - Course title
  - Number of contact hours
  - Number of credits
  - Course objectives or intended learning outcomes
  - Assessment methods
- consult directly the relevant department(s)/school(s) (approving units) to check whether your initial study plan is acceptable. You may check the credit transfer approval history at [Credit Transfer Database](#);
- note that the course you wish to enroll at the host institution is not necessarily be equivalent to a specific HKU course. However, you have to clearly indicate the “Field” (such as Sociology, Linguistics etc.) and “Aim of Fulfillment” (i.e. Major in Sociology, Global Citizenship, Elective etc.) on the system for the approval of the relevant department(s) /school(s);
- apply several courses as back-up in case some courses are not approved;
- select at least 24 HKU-equivalent credits of courses in a semester at the host university. You may refer to the Credit Conversion Table to check whether the converted number of credits meets the minimum study load of 24 HKU-equivalent credits. Please also note that 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. The on-line system will calculate the HKU-equivalent credits automatically during Confirmation of Study Plan on the system;
- note that if the host university is not listed on the credit conversion table or on the system, you are required to submit the 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 to the Faculty Office for approval;
- submit the application and upload the relevant information via on-line Outgoing Exchange Studies Credit Transfer Application System (<http://www.socsc.hku.hk/oes/apply>). Application procedures including the deadlines will be sent to your HKU email account in due course. Result of credit transfer will be released via the System. No change of the courses will be allowed in the System until the start of the semester at the host university (Phase 2);

- pay special attention to the following when making on-line application:
  - make sure that the course code, course title and number of credits you input on the on-line system align with the course outline uploaded. Should there be any discrepancy, the course will be disapproved; and
  - approving unit(s) should be the offering department(s) of your proposed HKU-equivalent course.

## **B. On Exchange (Phase 2)**

### **Change of Course Enrolment**

You are allowed to make changes of your application during the add/drop period at the host university by repeating the same procedures of obtaining course information for approval via the System during the first three weeks (from the start date of the semester) at the host university if necessary. Exact duration will be shown on the email generated by the System. If you do not have any changes on your approved course list (i.e., no addition of new courses during add/drop period), you shall directly go to the last step to confirm your study plan by uploading your course enrolment proof by the deadline stated on your email. If you would like to drop any course(s), please note that you are NOT required to delete any processed application(s) on the OES system. You can confirm your study plan at step 3 direct upon your confirmation of enrollments after the add/drop period at the host university.

### **Confirmation of Study Plan**

- Confirm your study plan on or before the deadline by uploading the course enrolment proof (such as a screen capture from the on-line enrolment system or others) at the host university.
- If you have taken more than 36 HKU-equivalent credits of courses in a semester at the host university, you shall transfer part of the courses you have enrolled back to your studies in HKU.
- If you decided to confirm an under-load or over-load study plan (i.e., less than 24 HKU-equivalent credits or more than 36 HKU-equivalent credits in a semester), you are required to submit an [Application for Special Approval](#) with justification and your signature within 7 days upon confirmation of your study plan for a waiver of regulation SS4(c) to the Faculty Office by email (softcopy is acceptable). If you fail to do so, the Faculty Office may drop some courses randomly on your behalf for the overload case or issue a warning letter to you for the under-load case which will be put on record.
- the total number of credits for a semester or year of exchange study must only in multiples of 6 credits (i.e. 6, 12, 18, 24, 36, 48.... and 72 credits as stipulated in document 273/1114) 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 now on the following course priority under normal circumstances:
  - Free elective -> Global Citizenship -> Minor's disciplinary elective -> Major's disciplinary elective

## **C. Return to Hong Kong**

- You are required to submit a transcript to the Faculty Office for completion of credit transfer. Please bring the official transcript with an additional copy. For electronic transcripts, the Faculty will only accept copies sent directly from the host university to [socscug@hku.hk](mailto:socscug@hku.hk).
- The 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.
- The Faculty Office will confirm with you the course transferred details via the SIS in due course.
- Please make sure you have completed the necessary reports, if any, and submit them to relevant parties.

<b>Leave of Absence <u>without</u> Credit Transfer</b>
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**A. Before Departure**

- Please submit the application on-line via the same system to the Faculty Office before departure.

**B. On Exchange**

**C. Return to Hong Kong and Resume Your Studies**

- Please make sure you have completed the necessary reports, if any, and submit them to relevant parties.

<b>Other Related Issues</b>
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**A. Student visa (for non-local / Mainland students)**

- Your student visa is suspended when you are on leave of absence. Please contact the Centre of Development and Resources for Students (CEDARS) / China Affairs Office regarding the extension of student visa for the coming semester/academic year.

**B. HKU Hall residence (for non-local students & local 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 coming academic year.

**C. Online Course Selection Period at HKU**

- Online Course Selection details will be announced in July / January for the first and second semester respectively through HKU email account.

**D. HKU E-mail 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 announcements from the Faculty Office including your exchange period.

**E. Extension of HKU Student Status (for students in their 4th year of studies)**

- Your student status at HKU is valid for 4 academic years since your admission year i.e., it will be expired by the end of second semester of the 4th academic year. If you have not yet completed the graduation requirements, the Faculty Office will take an appropriate action to extend the student card after releasing of 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 the record which may result in a temporary inaccessibility of HKU facilities such as library service etc. during this period.

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Credit Transfer - Credit conversion table for accumulated “odd credit” transfers

Exchange course credits to be transferred to HKU from a partner institution should first be converted using the “top-down” method of conversion. If the resulting credit conversion results in a credit total for the semester or year that is not a multiple of 6, the following table should be used to adjust the total credits for the semester or year of exchange study.

<i>Actual credits transferred from exchange partner institution per semester/year</i>	<i>Total conversion credits to satisfy the HKU 6-credit accumulation structure</i>
More than 5.00 but fewer than 8.75 HKU credits	6 HKU credits
More than 8.75 credits but fewer than 14.75 credits	12 HKU credits
More than 14.75 credits but fewer than 20.75 credits	18 HKU credits
More than 20.75 credits but fewer than 26.75 credits	24 HKU credits
More than 26.75 credits but fewer than 32.75 credits	30 HKU credits
More than 32.75 credits but fewer than 38.75 credits	36 HKU credits
More than 38.75 credits but fewer than 44.75 credits	42 HKU credits
More than 44.75 credits but fewer than 50.75 credits	48 HKU credits
More than 50.75 credits but fewer than 56.75 credits	54 HKU credits
More than 56.75 credits but fewer than 62.75 credits	60 HKU credits
More than 62.75 credits but fewer than 68.75 credits	66 HKU credits
More than 68.75 credits	72 HKU credits*

\* 72 credits is the maximum credit conversion allowed under the Senate’s Credit Accumulation and Transfer Policy