Subject: Important notes for exchange study

To: All outgoing exchange students (2014-15)

I. Application arrangements for leave of absence and transfer of credits

(a) Please first consult the Departmental Course Selection Adviser or Head of Department on the courses to be selected at the exchange institution for the fulfillment of the major requirements.

(b) Then apply for leave of absence and transfer of credits (optional) by completing and submitting the application form [document S22/613-a (for 3-Year Curriculum) or S22/613-b (for 4-Year Curriculum): distributed] to the Faculty Office at least 1 month prior to the date of departure for exchange study.

Note: An official letter regarding the Dean’s approval for your leave of absence will be sent to you in late August/early September 2014 (for 1st semester and full year exchange study) and in early/mid January 2015 (for 2nd semester exchange study). You do not need to send any email to the Faculty for applying the leave of absence.

(c) For the application for credit transfer, you are required to attach:

(i) the documents [with source link] from the exchange institution supporting the details to be completed in Part III of the application form (S22/613-a or S22/613-b);

(You are also required to highlight the relevant parts on the documents for our easy reference.)

(ii) the syllabuses of the courses (including reserve courses) [with source link] to be selected at the exchange institution; and

(iii) the study plan (only applicable if you will continue your study at HKU after you return from exchange study).

(d) Upon receipt of your application form and the supporting documents, your application will be forwarded to the Head(s) of the relevant Department(s) and the Dean for consideration. You will be informed, in writing, of your approved leave of absence and credit transfer.

(e) Credit transfer should be applied and approved before you go for exchange. You should not change the applied list of courses for credit transfer and the applied equivalent course at HKU afterwards UNLESS you cannot take such course(s) eventually at you host institution. In such case, you should inform the Faculty by the end of the add/drop period at your host institution by email (science@hku.hk) for any change of your applied list of courses [including applying new course(s) for credit transfer, dropping applied course(s) and change of equivalent course(s) at HKU for applied course(s)] for approval by the Dean. Any changes in credit transfer application after 1 month of the commencement of exchange semester will NOT be considered.

(f) Students should identify an equivalent course at HKU for credit transfer as far as practicable. The Faculty would then send the application form to the relevant course offering department for consideration. If equivalent course cannot be identified eventually or such discipline is not available in HKU, students may apply for transferring the courses as free elective, the Faculty will then determine whether free elective credits can be granted based on the nature and workload of the course.

(g) No grade will be converted and only the credits can be transferred to this University upon your successful completion of the approved courses at the host university.

(h) For students who are in short of any required course(s) as prescribed in the primary major for graduation, they will be required to extend their study at this University. NO waiver for any required course will be granted.

(i) Your Degree honours classification will be separately determined by the Board of Examiners upon receipt of the official transcript from the exchange institution. Only the examination results obtained from this University will be used to determine the honours classification.

(j) For BSc (3-Year Curriculum) student who wishes to complete exchange study for satisfying the Experiential Learning requirement, you have to at least obtain an overall GPA equivalent to 1.0 at HKU for all the courses you take in your host institution.
II. Website for outgoing exchange study

Please be informed that the website for exchange programme (http://www.scifac.hku.hk/ug/current/exchange/exchange) has been created for public access. For the webpage of past student exchange reports, the user name for log in is “science” and the password is “2013rpt”.

The database of course equivalence is for your reference only. It contains information regarding the equivalency of the courses taken at different host universities for students going out for exchange in the past three years. Approval for course equivalency and transferred credits would be considered on a case-by-case basis. You are still required to submit clear and detailed information about the courses (e.g. course descriptions including topics covered, total number of contact hours, levels, recommended textbook etc.) at the time when you submit your application for transfer of credits.

You may take courses that are not covered in this database, subject to the final approval from the Faculty. You should note that only the hard copy provided by the host university or the downloaded version from its official website will be acceptable as your supporting documents.

III. Report & photos

You have to submit a soft copy of report (with the photos) to the Office of International Student Exchange (OISE). Please also submit a copy to the Faculty Office within a month of your return to Hong Kong. Information in the reports may be asked for the Faculty’s publication or as reference materials for future exchange students.

IV. Safety issue during exchange

The importance of safety must be stressed when you are abroad. You must complete your registration at the host University once you arrive. Do keep yourself away from dangerous places. If your host university does not offer a compulsory medical plan, it is advisable to take out private medical insurance as you will not be covered by the University whilst you are overseas. You should ensure that you are covered by comprehensive health, accident, personal property and travel insurance for the entire period of your exchange study.

Wish you all have an enjoyable exchange experience. Share with us when you return. Should you have any question, please don’t hesitate to contact the OISE at email: goabroad@hku.hk or Faculty Office at email: science@hku.hk.

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