

FAQs on Credit Transfer

1. What should I do if I wish to transfer the credits of courses for my exchange / visiting study?

If you wish to transfer the credits of courses to be completed on exchange/visiting study during candidature at HKU, you are required to submit your application online via the Faculty's Online Credit Transfer Application System (OCTAS) at <https://webapp.science.hku.hk/service/octas-student.html> and your application should be submitted to the Faculty at least one month before the start date of the exchange/visiting study at the host institution.

If you specifically apply for the equivalence of courses in different disciplines (e.g. Science, Arts, Business, Engineering or Social Sciences) at HKU, your application should still be processed via the Faculty of Science Office. Upon receipt of your application, we will seek comments from the relevant course offering schools/departments for further consideration by the Dean. You will be informed of your application result, by email, in due course.

You are also advised to read carefully the '[Important notes for outgoing exchange/visiting students](#)' posted on Science website for information.

2. If the transferred courses/credits are the prerequisite for those advanced courses I intend to take after my exchange/visiting study, can they be recognized by the SIS for online course selection?

The approval for the transfer of credits is conditional upon your successful completion of the course(s) previously approved by the Dean with satisfactory results. Therefore, the transferred course/credit information can only be recognized by the SIS for online course selection after the receipt of the official transcript of your academic record at the exchange/visiting institution.

Meanwhile, if you wish to select any course(s) for which you cannot meet the pre-requisites, you have to seek special endorsement [Science courses[^]: via Science Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>); Non-Science courses: written / via email] from the designated Course Approver (like Course Selection Adviser or the Representative of the department/school offering the course) by completing the online "Course Approval Form" and uploading necessary supporting documents to the Science Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>) by the application deadline. If your application is approved, our staff will then add the course(s) for you online and you will receive the email from the Faculty.

[^] Science courses are those with prefixes APAI, BIOC, BIOL, CHEM, EASC, ENTR, ENVIS, INRE, MATH, PHYS, SCNC, and STAT.

3. Can I take the course at the HKU if I have already been approved to transfer the credits of its equivalent course at the host institution?

You are not permitted to take the course, for which you have been approved to transfer the credits of its equivalent course at the host institution.

4. What grades must I obtain in approved courses in order to transfer credits back to HKU? Will the grades I obtain in my exchange/visiting study be converted back to HKU? Will the credits gained by credit transfer be included in the calculation of GPA?

Only credits from approved courses taken at the host institution for which students obtain a grade of C- or above, or the equivalent, can be transferred to HKU. No credits can be transferred for courses with grades of D+ or below. No grades from the host institution will be converted or included in the calculation of the GPA/CGPA.

5. I have taken 72 credits in the current academic year. Can I transfer additional credits from my winter visiting / summer exchange programme?

If so, please submit an overload application via [OASS](#) by the specified deadline. We will review your case further. Approval will be granted on a case-by-case basis.

6. I have no idea about the course equivalency and fulfillment. What should I do?

You may consult the relevant course offering unit(s)/department(s)/faculty(ies). However, the advice is for reference only, and the final application result is subject to approval by the Faculty Office. For Science courses, you may discuss your study plan with the Course Selection Adviser(s) of your declared/intended Major(s)/Minor(s).

7. Can I apply to transfer Common Core courses?

Yes, students are allowed to transfer Common Core courses as long as they have fulfilled the Common Core requirements. For details of the requirements, please visit the website of the Common Core Office: https://commoncore.hku.hk/introduction/#prog_req.

8. Is it acceptable if the syllabus provided by the host institution is not written in English?

Except for language courses, all syllabuses submitted should be written in English. If an English syllabus is not available, please translate it into English before submission.

9. My host institution will only provide me with the syllabus in the first lecture. Can I submit my application late?

If so, please submit your application for leave of absence first. Please note that there may be a delay in announcing your credit transfer result(s), and you may not be able to make changes to your application in time.

10. Can I revise my application after submission?

Yes. You may revise your application once only if your course enrolment changes during the add-drop period. You must provide the updated enrolment record from the host institution.

11. What information will be recorded on my HKU transcript after I complete my exchange study?

The following information will be recorded on your HKU transcript:

- (a) name of the host institution
- (b) exchange country
- (c) course(s) for which you have applied for credit transfer
- (d) curriculum fulfilment of the transferred course(s)

(e) number of credits transferred

12. If I fail a course at the host institution, will it be recorded on my HKU transcript?

No. Only approved course(s) that are successfully transferred to HKU will be recorded on your HKU transcript.

13. Can I transfer courses that have not been offered at HKU in recent years or courses that I have already taken and passed?

No. You are not allowed to transfer courses that:

- (a) are not offered for 3 consecutive academic years (previous academic year, current academic year, and next academic year), unless otherwise specified as a disciplinary course in the student's declared major/minor; or
- (b) you have taken and passed.

14. What should I do if a similar course is not offered at HKU?

If a similar course is not offered at HKU, the course may only be transferred as a free elective. Subject to approval by the relevant course-offering unit(s), department(s), or faculty(ies), introductory/advanced level courses may fulfill the curriculum requirements of non-Science programmes/majors/minors.