

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/intranet/exchange.html> and your application should be submitted to the Faculty at least one month prior to 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 the University, 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. 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 university.

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.

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

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 university.

4. 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?

No grade will be converted and only credits can be transferred to HKU upon your successful completion of the approved courses in your exchange/visiting study. The credits gained by credit transfer will not be included in the calculation of GPA.