

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 the completed form 'Application for Leave of Absence and Transfer of Credits for BSc/BSc(ActuarSc) Outgoing Exchange/Visiting Students' (downloadable from the Faculty website <https://webapp.science.hku.hk/student/servlet/download?year=4>), with supporting documents attached, to the Faculty Office at least one month before the date of departure.

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 letter, in due course.

You are also advised to read carefully the 'Important notes for exchange study' posted on Science website (<https://www.scifac.hku.hk/ug/current/ug-research-exchange-others/exchange>) 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 the written approval from the Course Selection Adviser (CSA) (or the Representative) of the course offering school(s)/department(s) on the Course Approval Form and then submit it to the Faculty Office during the course selection or add/drop period. Our staff will add the course(s) for you online.

*Note: For any student who wishes to seek special approval for taking courses offered by the School of Biological Sciences (e.g. BIOL courses), you need to submit the form directly to the School of Biological Sciences Office by the application deadline.

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.