

Subject: Important notes for exchange study

To: All outgoing exchange students (2018-19)

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

- (a) Please first consult the Departmental Course Selection Adviser or Director/ Deputy Director/ Head of Department/School on the courses to be selected at the host 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 S35/415 (for 4-Year Curriculum): distributed] to the Faculty Office at least one 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 2018 (for the 1st semester and full year exchange study) and in early/mid-January 2019 (for the 2nd semester exchange study). You do NOT need to send any email to the Faculty for applying for leave of absence.
- (c) For application for credit transfer, you are required to attach:
 - (i) supporting documents [with source link] from the host institution proving the details completed in Part III of the application form (S35/415);
(You are also required to **highlight** the relevant parts on the documents for our easy reference.)
 - (ii) updated syllabuses of the courses (including reserve courses) [with source link] to be selected at the host institution; and
 - (iii) 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 relevant course offering Department(s)/School(s)/office(s) and the Dean for consideration. You will be informed, in writing, of the result of your approved transfer of credits.
- (e) Credit transfer should be applied and approved before you go for exchange. You should not change the applied list of course(s) for credit transfer and the applied equivalent course(s) at HKU afterwards **UNLESS** you cannot take such course(s) eventually at your host institution. In such case, you should inform the Faculty by email (science@hku.hk) **AS SOON AS POSSIBLE** (*by the end of the add/drop period at your host institution for any changes of your applied list of course(s)*) [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 on credit transfer applications after 1 month of the commencement of exchange semester will **NOT** be considered.
- (f) You should identify equivalent course(s) at HKU for credit transfer as far as practicable. The Faculty will then send the application form to the relevant course offering Department(s)/School(s)/office(s) for consideration. If the equivalent course(s) cannot be identified eventually or such discipline is not available in HKU, you may apply for transferring the course(s) as free elective(s), the Faculty will then determine whether free elective credits can be granted based on the nature and workload of the course(s).
- (g) It is possible for students to apply for transferring course at exchange study equivalent to capstone course at HKU such as directed studies and final year projects, provided that
 - (i) students have fulfilled the pre-requisite requirement of the capstone course (e.g. year of study and advanced level courses completed in the major) before their exchange study; and
 - (ii) the course to be transferred is equivalent to the relevant course at HKU in terms of workload, level, assessment, and quality of outcome.

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- (h) For credit transfer application of project or directed studies courses, students are required to find an internal supervisor from the corresponding Science School/Departments or the School of Biomedical Sciences. *Research proposal* has to be submitted to the internal supervisor before the approval of the credit transfer application, and the *final report* has to be submitted to the internal supervisor upon completion of the project/ directed studies in the host institution.
- (i) No grade at the host institution will be converted and included in the calculation of GPA/CGPA; only the credits can be transferred to HKU upon your successful completion of the approved course(s) at the host institution.
- (j) 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 HKU. **NO waiver for any required course(s) will be granted.**
- (k) Your Degree honours classification will be separately determined by the Board of Examiners upon receipt of the official transcript from the host institution; only the examination results obtained from HKU will be used to determine the honours classification.

II. Course equivalence database

Please visit <http://www.scifac.hku.hk/ug/current/ug-research-exchange-others/exchange/current-students> for the course equivalence database. This database is for your reference only. It contains information regarding the equivalency of the courses taken at different host institutions 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 course(s) (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 course(s) that is/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 institution or the downloaded version from its official website will be acceptable as your supporting documents.

III. Official academic transcript, report & photos

- (a) You have to submit your official academic transcript at host institution (in hard copy) to the Faculty Office for confirmation of your credit transfer application. If you wish to obtain a transcript for yourself, please apply it from the host institution directly.
- (b) You have to submit soft copies of a written report (around 1,000 words; in English) and 10 photos (with captions) taken during the exchange study to the “Outgoing Exchange Application System” (IAO) within one month of your return to Hong Kong (<https://goglobal.hku.hk/outgoing/>). The reports and photos may be used for the Faculty’s publications 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 institution once arrival. Do keep yourself away from dangerous people/places. If your host institution does not offer a compulsory medical plan, you are **STRONGLY RECOMMENDED** to have your private medical insurance as you will not be covered by HKU 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.

HKU students are also eligible for services offered by International SOS, a worldwide medical and travel security services company which offers local expertise, preventative advice and emergency assistance through their network of assistance centers, clinics and health and logistics providers throughout the world. Details of the service provided by International SOS can be found at http://wp.cedars.hku.hk/fileupload/files/sd/International_SOS_fact_sheet.pdf and <https://www.internationalsos.com/en/>. The membership number of HKU is 07AACC091075.

Wish you all have an enjoyable exchange experience. Share with us when you return. Should you have any questions, please do not hesitate to contact the IAO at goabroad@hku.hk (email) or the Faculty of Science Office at science@hku.hk (email).

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