

## Credit Transfer Policy for Outgoing Exchange/Visiting Students

To align with the Credit Accumulation and Transfer Policy approved by the Senate ([http://www.cdqa.hku.hk/doc/Credit\\_Accumulation\\_and\\_Transfer\\_Policy.pdf](http://www.cdqa.hku.hk/doc/Credit_Accumulation_and_Transfer_Policy.pdf)), the Faculty of Science has developed the credit transfer policy for outgoing exchange or visiting students as follows:

1. Students may, with the approval of the Faculty Board, transfer credits for courses completed at other institutions (whether inside or outside of Hong Kong) at any time during their candidature. No grade at the host institution will be converted back to HKU and therefore will not be included in the calculation of CGPA.
2. Students should apply for and obtain approval for transfer of credits before departing on exchange or visiting study. Only the credits of the approved courses that students successfully completed will be transferred. No credits can be transferred for failed courses or courses without prior approval. Students cannot apply for credit transfer for courses they have already completed in HKU. Students may choose not to transfer any credits from their exchange or visiting study.
3. Credit transfer is considered on the basis of course content equivalence and the total learning time involved in a particular course. In general, the normal study load for a six-credit course will be within the range of no less than 120 hours and no more than 180 hours of learning activities. The Faculty Board is the authority for approving credit transfer. In making a decision, the Faculty Board may also take into account content, hours of student learning activities, learning outcome, forms of assessment and appropriateness for HKU's curriculum and programme. The approval of course equivalence is determined by the Faculty in consultation with the relevant course offering department/school.
4. A semester of full-time study as defined at the exchange institution is normally translated as a full semester's study load at HKU. Students taking a standard course load abroad will generally be awarded a full course load of HKU credits, i.e. 30 HKU credits per semester.
5. The maximum number of credits transferrable per semester is 36. For host institutions with three quarters per academic year, for example in some universities in US, the maximum number of credits transferrable from two quarters of study is 48 in total.
6. As one standard HKU course carries 6 credits, in general, the credits of a course to be taken at the host institution will be transferred as a 6-credit course at HKU by rounding up or down the credits.
7. For course at host institution with substantially lower load as compared to a standard 6-credit HKU course, say with only half of the load, students are advised to pair up two or more relevant courses to be transferrable as one HKU course.
8. If a standard course at host institution is of substantially higher load as compared to a standard 6-credit HKU course, students can apply to transfer the total extra credits of each course as free elective in the multiples of 6.
9. Students should identify an equivalent course at HKU for credit transfer as far as practicable. If an equivalent course cannot be identified or the proposed equivalence by students is not approved, students may apply for transferring the courses as electives. For course that no relevant course offering department/school can be identified at HKU, the Faculty would determine whether free elective credits can be granted based on the nature and workload of the course.

10. 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
  - students have fulfilled the pre-requisite requirement (year of study, advanced level courses completed in the major) of the capstone course before their exchange study;
  - the course to be transferred is equivalent to the relevant course at HKU in terms of workload, level, assessment, and quality of outcome.
11. For credit transfer application of project or directed studies course, students are required to find an internal supervisor from the corresponding department/school in Science Departments/School and 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 the completion of the project/directed studies in the host university.

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