

The University of Hong Kong
Faculty of Science

Online Credit Transfer Application System (OCTAS)

User Manual for Student
(Updated in November 2022)

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A. General Guidelines and Frequently Asked Questions on Credit Transfer Application

General Guidelines

Please read the following instructions before submitting your application:

1. You should try to identify an equivalent course at HKU as far as practicable. You may consult the relevant course offering unit(s)/department(s)/faculty(ies) in advance. However, the advice would be for reference only, and that the final application result is subject to approval of 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).
2. If a similar course is not offered at HKU, please indicate the relevant discipline and level of course (e.g. MATH introductory level course, MATH advanced level course). [Note: This option is **NOT** applicable to Common Core courses.] Please take note that courses being transferred as Science introductory/advanced level courses could NOT serve to fulfill the curriculum requirements of **Science** programmes/majors/minors; and these courses may only be transferred as **FREE ELECTIVES**. Subject to the approval of the relevant course offering unit(s)/department(s)/faculty(ies), introductory/advanced level courses may fulfill the curriculum requirements of **Non-Science** programmes/majors/minors.
3. If a similar discipline is not offered at HKU, you may transfer the course as a **Free Elective**.
4. 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 the disciplinary course in the student's declared major/minor,
 - (b) you have taken and passed.

Frequently asked questions

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

A: If it is the case, please contact the Faculty Office and we will further review your case. Approval will be on a case-by-case basis.

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

A: You may consult the relevant course offering unit(s)/department(s)/faculty(ies). However, the advice would be for reference only, and that the final application result is subject to approval of 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).

Q: Can I apply to transfer Common Core courses?

A: 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 Common Core Office: https://commoncore.hku.hk/introduction/#prog_req).

Q: Is it acceptable that syllabus(es) provided by the host institution is(are) not written in English?

A: Except for language courses, all syllabuses submitted should be written in English. If English syllabus(es) is(are) not available, please translate it(them) in English.

Q: My host institution will only provide me with the syllabus(es) in the first lecture. Can I submit my application late?

A: If it is the case, please submit your application for leave of absence first. Please note that there would be delay in announcing your credit transfer result(s) and you may not be able to make change(s) to your application duly.

Q: Can I revise my application after submission?

A: Yes, you are allowed to make change(s) to your application **ONCE** after your first submission. Further revisions will not be entertained.

Q: What kinds of information will be recorded on my HKU transcript after completing my exchange study?

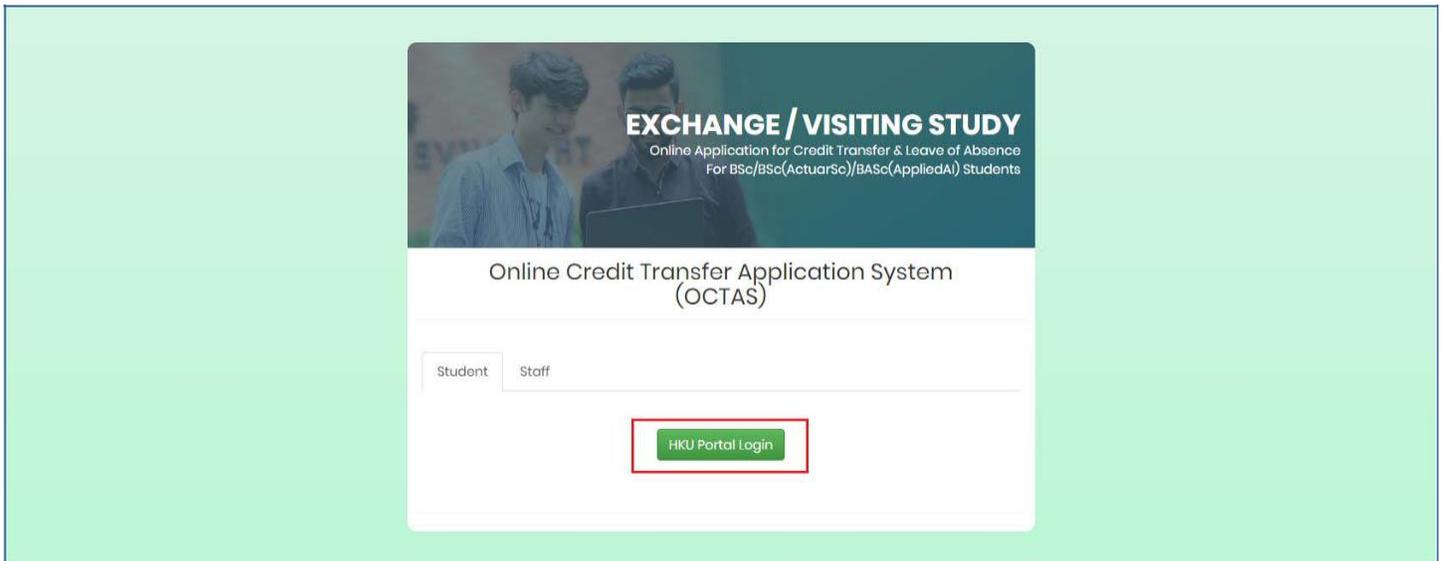
A: The following information will be recorded on your HKU transcript: (1) name of the host institution; (2) exchange country; (3) course(s) you have applied for transfer of credits; (4) fulfillment of curriculum for the transferred course(s); and (5) number of credits transferred.

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

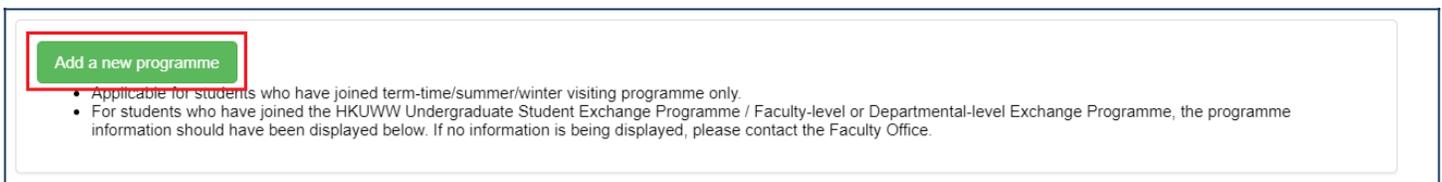
A: No, only the passed course(s) in your credit transfer application will be recorded on your HKU transcript.

B. Application for Leave of Absence only (For outgoing exchange students)

1. Please login the system with your HKU Portal ID and password.



2. Please click “Add a new programme” to start your application and input the required information.



Add a new programme

- Applicable for students who have joined term-time/summer/winter visiting programme only.
- For students who have joined the HKUWW Undergraduate Student Exchange Programme / Faculty-level or Departmental-level Exchange Programme, the programme information should have been displayed below. If no information is being displayed, please contact the Faculty Office.

Exchange Year Please select ▼	Exchange Semester Please select ▼	Course Year (in exchange year) Please select ▼
Exchange Programme Please select ▼	Country Please select ▼	Host Institution ▼

** If your intended host institution is not listed above, please contact the Science Faculty Office.*

Next

3. If you do not wish to apply for credit transfer, please select “Apply for leave of absence ONLY” and click “Save”.

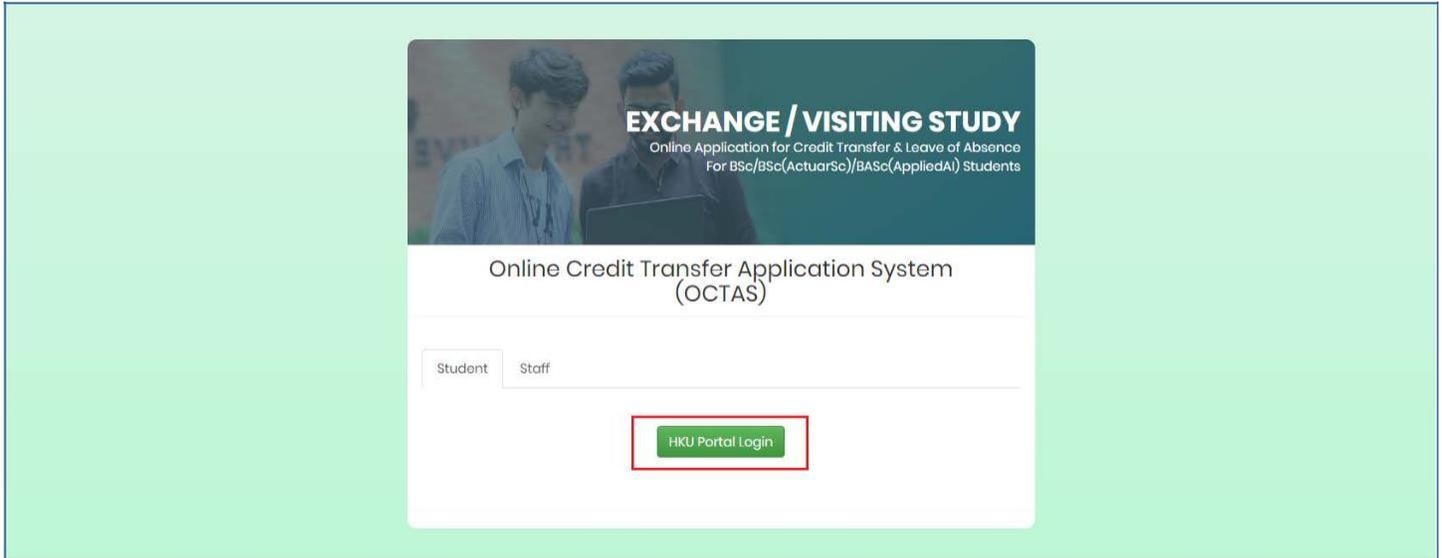
Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Type of application(s):	
<input checked="" type="radio"/> Apply for leave of absence ONLY .	
<input type="radio"/> Apply for credit transfer AND leave of absence .	
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

4. Your application is completed.

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Application Type	Apply for leave of absence ONLY
Status: Application is completed	

C. Application for Leave of Absence only (For outgoing visiting students)

1. Please login the system with your HKU Portal ID and password.



2. Please click “Add a new programme” to input the information. For “Exchange Programme”, please select “Visiting Study”.



Add a new programme

- Applicable for students who have joined term-time/summer/winter visiting programme only.
- For students who have joined the HKUWW Undergraduate Student Exchange Programme / Faculty-level or Departmental-level Exchange Programme, the programme information should have been displayed below. If no information is being displayed, please contact the Faculty Office.

Exchange Year Please select ▼	Exchange Semester Please select ▼	Course Year (in exchange year) Please select ▼
Exchange Programme Please select ▼	Country Please select ▼	Host Institution ▼

** If your intended host institution is not listed above, please contact the Science Faculty Office.*

Next

3. If you do not wish to apply for credit transfer, please select “Apply for leave of absence ONLY” and click “Save”.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Type of application(s):	
<input checked="" type="radio"/> Apply for leave of absence ONLY .	
<input type="radio"/> Apply for credit transfer AND leave of absence .	
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

4. Please click “Input information of host institution” to continue your application.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Application Type	Apply for <i>leave of absence</i> ONLY
<input type="button" value="Step 1"/> <input checked="" type="button" value="Input information of host institution"/>	

5. Please click “Upload document” to upload the admission letter issued by the host institution.



Admission Letter from Host Institution

Please submit your document in a PDF file

Upload document

Preview



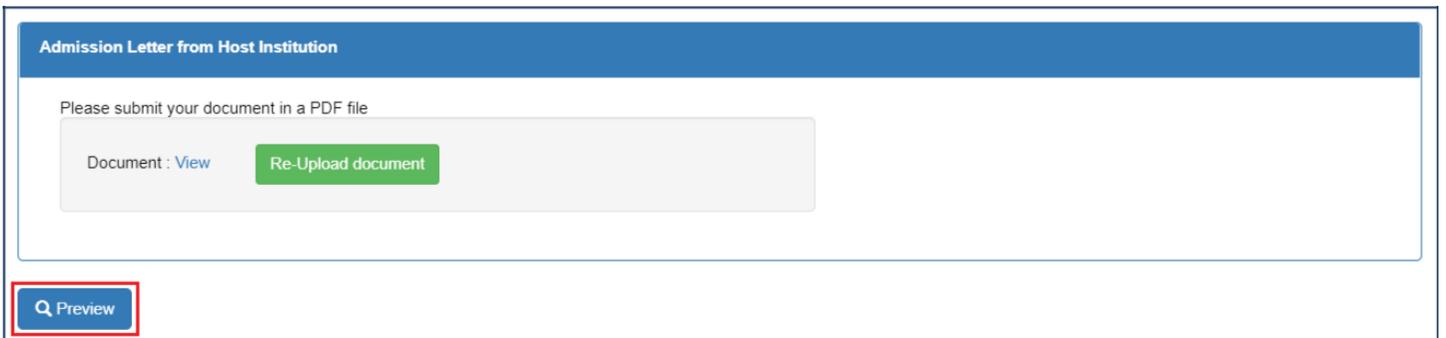
Upload Admission Letter from Host Institution

Please submit your document in a single PDF file.

Choose File No file chosen

Upload Close

6. You can view the document you have just uploaded or you can re-upload the document. Please click “Preview” to continue your application.



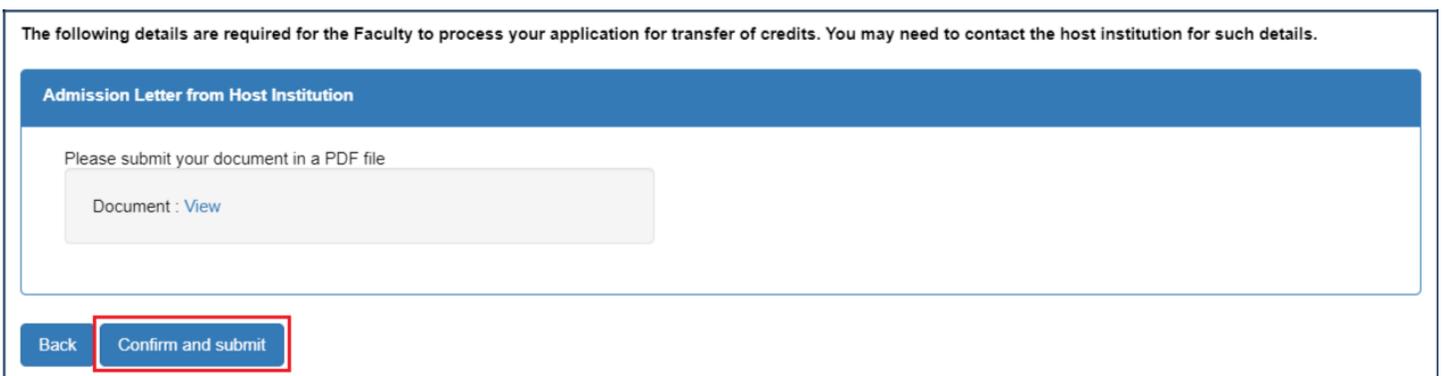
Admission Letter from Host Institution

Please submit your document in a PDF file

Document : View Re-Upload document

Preview

7. If the document is ready, please click “Confirm and submit”.



The following details are required for the Faculty to process your application for transfer of credits. You may need to contact the host institution for such details.

Admission Letter from Host Institution

Please submit your document in a PDF file

Document : View

Back Confirm and submit

8. Your application will be processed by the Faculty Office and you will be notified the application result in due course.

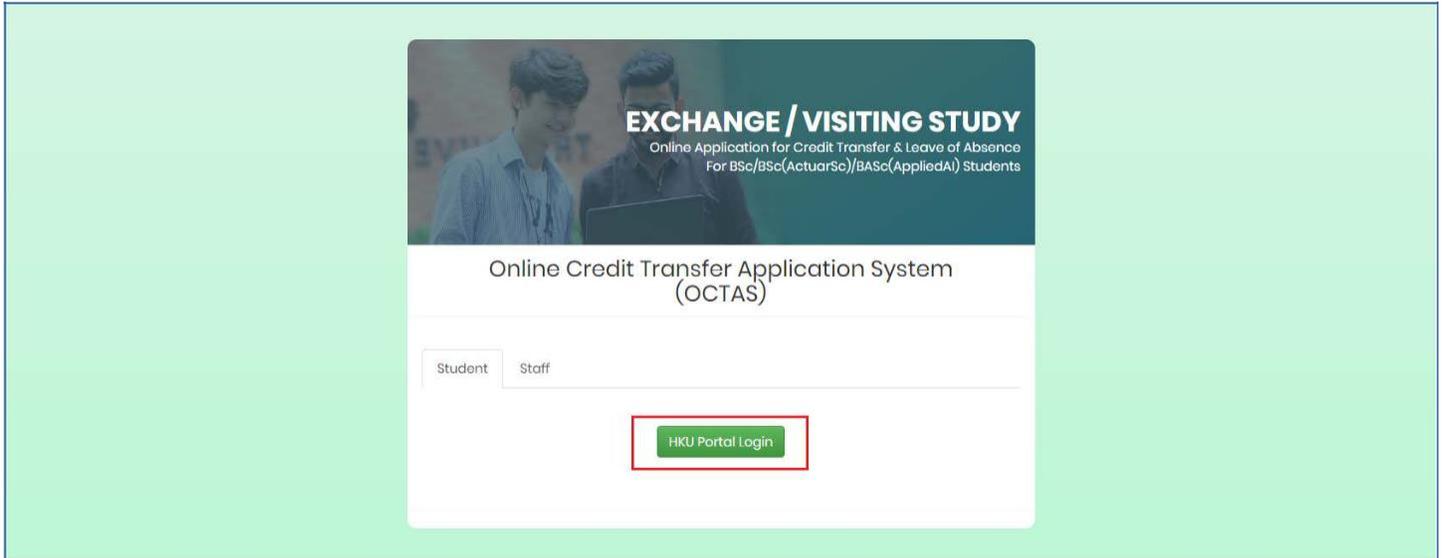
Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Toronto
Exchange Semester	2018 - Semester 1
Course Year	3
Application Type	Apply for <i>leave of absence</i> ONLY
	Step 1 Input information of host institution
	1. Host institution information : View
	Status: Pending for faculty pre-processing

9. Your application for leave of absence has been approved and confirmed by the Faculty.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Toronto
Exchange Semester	2018 - Semester 1
Course Year	3
Application Type	Apply for <i>leave of absence</i> ONLY
	Step 1 Input information of host institution
	1. Host institution information : View
	Status: Application is completed

D. Application for Leave of Absence and Credit Transfer (For outgoing exchange students)

1. Please login the system with your HKU Portal ID and password.



2. Please click “Add a new programme” to start your application and input the required information.



Add a new programme

- Applicable for students who have joined term-time/summer/winter visiting programme only.
- For students who have joined the HKUWW Undergraduate Student Exchange Programme / Faculty-level or Departmental-level Exchange Programme, the programme information should have been displayed below. If no information is being displayed, please contact the Faculty Office.

Exchange Year Please select ▼	Exchange Semester Please select ▼	Course Year (in exchange year) Please select ▼
Exchange Programme Please select ▼	Country Please select ▼	Host Institution Please select ▼

** If your intended host institution is not listed above, please contact the Science Faculty Office.*

Next

3. Please select “Apply for credit transfer AND leave of absence” and click “Save” to continue.

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3

Type of application(s):

Apply for leave of absence ONLY.

Apply for credit transfer AND leave of absence.

4. Please click “Input information of host institution” to continue.

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3

Application Type

Apply for *credit transfer* AND *leave of absence*

Step 1

Step 2

5. In this section, you are required to upload supporting documents (e.g. academic calendar, degree regulations, credit unit statement etc.) to support the information you are going to fill in. Please combine all documents into one PDF file. You may consult the host institution if you are not able to find the information on the official website. Please click “Preview” after you have filled in the information.

Supporting Documents from Host Institution

Please upload supporting documents such as course handbook and syllabuses from the host institution to support the information below. Otherwise your application for transfer of credits cannot be processed.

Upload document

The following details are required for the Faculty to process your application for transfer of credits. You may need to contact the host institution for such details.

1. Duration of the undergraduate degree curriculum
2. Number of teaching weeks in each semester/term
3. Number of teaching weeks in each year
4. Number of credits required for graduation (credit/unit)
5. Approximate number of contact hours of each credit/unit of course
6. Standard semester/term study load (credit/unit)
7. Important dates of each semester/term in the academic year:

Start date of semester	Deadline of course add/drop period	Expected date of announcement of all examination results
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>

Preview

6. Please click “Confirm and submit” to continue your application.

6. Standard semester/term study load (credit/unit)

7. Important dates of each semester/term in the academic year:

Start date of semester	Deadline of course add/drop period	Expected date of announcement of all examination results
<input type="text" value="2019/01/20"/>	<input type="text" value="2019/05/31"/>	<input type="text" value="2019/07/02"/>
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>

Back
Confirm and submit

7. You will be directed to the front page again. Please click “Apply for credit transfer” to continue.

Exchange Programme: HKUWW Exchange programme

Country: Canada

Host Institution: the University of Waterloo

Exchange Semester: 2019 - Semester 2

Course Year: 3

Application Type: Apply for **credit transfer** AND **leave of absence**

Step 1: Input information of host institution ✓

Step 2: Apply for credit transfer

1. Host institution information : [View](#)

8. Please click “Add host U course” to input the course information of the host institution and click “Add HKU course” to input the equivalent HKU course. You should read the notes and instructions carefully before inputting the information.

Course Mapping Pair #1: Add host U course, Add HKU course

Course Mapping Pair #2: Add host U course, Add HKU course

For the course information of host institution, you should fill in the information prescribed on the official syllabus and upload the syllabus to the system. Taking “ACTSC 331 Life Contingencies 2” offered by the University of Waterloo as an example:

Course Code	Course Title	Credits/ Units	Syllabus
ACTSC 331 ✓	Life Contingencies 2 ✓	0.5 ✓	Choose File ACTSC 331 – Life Contingencies 2.pdf ✓

Notes:

- Please input 'NIL' if course code is not available.
- The course title and credits/units should be identical to the official transcript to be submitted, otherwise further confirmation and clarification from the host institution may be required.
- Please upload an **UPDATED** and **DETAILED** syllabus (with course description, topics covered, assessment methods, reference book list etc.). Syllabus with inadequate information or outdated syllabus may not be accepted.

Course ID: 003295

ACTSC 331 LEC,TUT 0.50
Life Contingencies 2

Policy Values: Annual, 1/12thly and continuous cases. Thiele's equation. Policy alterations. Modified policies. Multiple State Models: Applications in life contingencies; assumptions; Kolmogorov equations; premiums, policy values, multiple decrement models. Joint Life Models: Valuation of insurance benefits on joint lives, dependent and independent cases.

[Note: Some of the material covered in STAT 333 reinforces some of the concepts covered in this course. Therefore students might find it beneficial to take STAT 333 and ACTSC 331 at the same time. Official EMS]

For the equivalent HKU course, you should fill in the information prescribed on the syllabus of your HKU Major/Minor/Programme:

Equivalent Course Information of HKU

Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?
STAT3909 ✓	6 ✓	<input type="text" value="Actuarial Science"/> <input type="text" value="BSc in Actuarial Science"/> <input type="button" value="→"/> <input type="text" value="BSc in Actuarial Science"/> ✓	Disciplinary Core ✓	No

No.	Course Code	Title	Credit	Pre-requisite	Available in	Semester offered in	Exam held in	Quota	Course Coordinator	Major/Minor (The Major/Minor that this course appears as.)
1	STAT3909	Life contingencies II	6	Pass in STAT3901, or already enrolled in this course, and For BSc(Actuarial Science) students only.	Y Y	2	May	---	Dr D Lee, Statistics & Actuarial Science	BSc in Actuarial Science (2019,2018,2017,2016, 2015,2014,2013,2012) Disciplinary Core Course Disciplinary Elective

Notes:

- Multiple
- For a
- For in

Save Amend

9. You can now check the information you have just inputted and make any necessary amendment(s) by clicking “Amend”:

Course Code	Course Title	Credits /Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?
ACTSC 331	Life Contingencies 2	1	View	<input type="button" value="Course Mapping"/> <input type="button" value="Pair #1"/>	STAT3909	6	BSc in Actuarial Science	Disciplinary Core	No

10. Please complete Section C and click “Save Draft and Preview” to continue your application.

Section C:

(1) I would like to apply for credits of transfer. ✓

(2) I would like to apply for extra free elective credits of transfer.

(3) Please indicate your intended primary major or declared major/minor.

Professional Core in BSc (Actuarial Science) ✓

(4) Special request(s):

11. Please check the inputted information carefully and you are not able to amend your application after submission. If your application is ready, please click “Confirm and Submit” to submit your application.

Section A: Course Mapping

Course Code	Course Title	Credits/Units	Syllabus		Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Transfer as a free elective course if not approved?
ACTSC 331	Life Contingencies 2	1	View	Course Mapping + Pair #1	STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	No

Section B: Reserve Course

Section C:

(1) I would like to apply for credits of transfer.

(2) I would like to apply for extra free elective credits of transfer.

(3) Please indicate your intended primary major or declared major/minor.

Professional Core in BSc (Actuarial Science)

(4) Special request(s):

Back
Confirm and Submit

12. Your application for credit transfer and leave of absence will be processed by the Faculty Office. You can check your application status by clicking “View” next to “2. Submitted credit transfer requests”.

Exchange Programme	<input type="text" value="HKUWW Exchange programme"/>
Country	<input type="text" value="Canada"/>
Host Institution	<input type="text" value="the University of Waterloo"/>
Exchange Semester	<input type="text" value="2019 - Semester 2"/>
Course Year	<input type="text" value="3"/>
Application Type	Apply for credit transfer AND leave of absence

Step 1
Input information of host institution ✔

Step 2
Apply for credit transfer ✔

1. Host institution information : [View](#)

2. Submitted credit transfer requests : [View](#)

Status: Pending for faculty pre-processing

Your application is under processing at the moment:

Section A: Course Mapping										
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping Pair #1	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Approval Result (Equivalent Course & Curriculum Requirement)	Transfer as a free elective course if not approved?	Approval Result (free elective)
ACTSC 331	Life Contingencies 2	1	View		STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	PENDING	No	N/A

Your application has been approved:

Section A: Course Mapping										
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping Pair #1	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Approval Result (Equivalent Course & Curriculum Requirement)	Transfer as a free elective course if not approved?	Approval Result (free elective)
ACTSC 331	Life Contingencies 2	1	View		STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	YES	No	N/A

13. The whole application process is completed. Please be reminded that you are required to submit the official transcript to the Faculty Office to confirm your credit transfer application.

Exchange Programme

Country

Host Institution

Exchange Semester

Course Year

Application Type

Step 1 ✓

Step 2 ✓

1. Host institution information : [View](#)

2. Submitted credit transfer requests : [View](#)

Status: Application is completed

E. Application for Leave of Absence and Credit Transfer (For outgoing *visiting* students)

1. Please login the system with your HKU Portal ID and password.



2. Please click “Add a new programme” to start your application and input the required information. For “Exchange Programme”, please select “Visiting Study”.



Add a new programme

- Applicable for students who have joined term-time/summer/winter visiting programme only.
- For students who have joined the HKUWW Undergraduate Student Exchange Programme / Faculty-level or Departmental-level Exchange Programme, the programme information should have been displayed below. If no information is being displayed, please contact the Faculty Office.

Exchange Year Please select ▼	Exchange Semester Please select ▼	Course Year (in exchange year) Please select ▼
Exchange Programme Please select ▼	Country Please select ▼	Host Institution ▼

Next

** If your intended host institution is not listed above, please contact the Science Faculty Office.*

3. Please select “Apply for credit transfer AND leave of absence” and click “Save” to continue.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Semester 1
Course Year	3
Type of application(s):	
<input type="radio"/> Apply for leave of absence ONLY.	
<input checked="" type="radio"/> Apply for credit transfer AND leave of absence .	
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

4. Please click “Input information of host institution” to continue.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Semester 1
Course Year	3
Application Type	Apply for credit transfer AND leave of absence
	Step 1 <input type="button" value="Input information of host institution"/>
	Step 2 <input type="button" value="Apply for credit transfer"/>

5. In this section, you are required to upload supporting documents (e.g. academic calendar, degree regulations, credit unit statement etc.) to support the information you are going to fill in. Please combine all documents into one PDF file. You may consult the host institution if you are not able to find the information on the official website. As you are applying for a visiting study, you are required to upload the admission letter/admission-related document issued by the host institution. Please click “Preview” after you have filled in the information.

Supporting Documents from Host Institution

Please upload supporting documents such as course handbook and syllabuses from the host institution to support the information below. Otherwise your application for transfer of credits cannot be processed.

Upload document

Admission Letter from Host Institution

Please submit your document in a PDF file

Upload document

The following details are required for the Faculty to process your application for transfer of credits. You may need to contact the host institution for such details.

1. Duration of the undergraduate degree curriculum
2. Number of teaching weeks in each semester/term
3. Number of teaching weeks in each year
4. Number of credits required for graduation (credit/unit)
5. Approximate number of contact hours of each credit/unit of course
6. Standard semester/term study load (credit/unit)
7. Important dates of each semester/term in the academic year:

Start date of semester	Deadline of course add/drop period	Expected date of announcement of all examination results
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>

Q Preview

6. Please click “Confirm and submit” to continue your application.

6. Standard semester/term study load (credit/unit)

7. Important dates of each semester/term in the academic year:

Start date of semester	Deadline of course add/drop period	Expected date of announcement of all examination results
<input type="text" value="2019/01/20"/>	<input type="text" value="2019/05/31"/>	<input type="text" value="2019/07/02"/>
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>
<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>

7. You will be directed to the front page again. Please click “Apply for credit transfer” to continue.

Exchange Programme

Country

Host Institution

Exchange Semester

Course Year

Application Type

Step 1 ✓

Step 2

1. Host institution information : [View](#)

8. Please click “Add host U course” to input the course information of the host institution and click “Add HKU course” to input the equivalent HKU course. You should read the notes and instructions carefully before inputting the information.

Course Mapping Pair #1

Course Mapping Pair #2

For the course information of host institution, you should fill in the information prescribed on the official syllabus and upload the syllabus to the system. Taking “ACTSC 331 Life Contingencies 2” offered by the University of Waterloo as an example:

Course Information of Host Institution

Course Code	Course Title	Credits/ Units	Syllabus
ACTSC 331 ✓	Life Contingencies 2 ✓	0.5 ✓	Choose File ACTSC 331 – Life Contingencies 2.pdf ✓

Notes:

- Please input 'NIL' if course code is not available.
- The course title and credits/units should be identical to the official transcript to be submitted, otherwise further confirmation and clarification from the host institution may be required.
- Please upload an **UPDATED** and **DETAILED** syllabus (with course description, topics covered, assessment methods, reference book list etc.). Syllabus with inadequate information or outdated syllabus may not be accepted.

ACTSC 331 LEC,TUT 0.50 Course ID: 003295
Life Contingencies 2

Policy Values: Annual, 1/12thly and continuous cases. Thiele's equation. Policy alterations. Modified policies. Multiple State Models: Applications in life contingencies; assumptions; Kolmogorov equations; premiums, policy values, multiple decrement models. Joint Life Models: Valuation of insurance benefits on joint lives, dependent and independent cases.

[Note: Some of the material covered in STAT 333 reinforces some of the concepts covered in this course. Therefore students might find it beneficial to take STAT 333 and ACTSC 331 at the same time. Official EMS]

Save Close

For the equivalent HKU course, you should fill in the information prescribed on the syllabus of your HKU Major/Minor/Programme:

Equivalent Course Information of HKU

Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?
STAT3909 ✓	6 ✓	Actuarial Science BSc in Actuarial Science ✓	Disciplinary Core ✓	No

Notes:

- Multiple
- For an
- For in

No.	Course Code	Title	Credit	Pre-requisite	Available in	Semester offered in	Exam. held in	Quota	Course Coordinator	Major/ Minor (The Major/Minor that this course appears as)
1	STAT3909	Life contingencies II	6	Pass in STAT3901, or already enrolled in this course; and For BSc(Actuarial Science) students only.	2019 - 2020 2020 - 2021	0=year long 1=1st sem 2=2nd sem S=Summer TBC= To be confirmed	TBC= To be confirmed	---	Dr D Lee, Statistics & Actuarial Science	Disciplinary Core Course Disciplinary Elective

Department of Statistics & Actuarial Science

Save Close

9. You can now check the information you have just inputted and make any necessary amendment(s) by clicking “Amend”:

Course Code	Course Title	Credits /Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?
ACTSC 331	Life Contingencies 2	1	View	Amend	STAT3909	6	BSc in Actuarial Science	Disciplinary Core	No

Course Mapping Pair #1

Add host U course Add HKU course

10. Please complete Section C and click “Save Draft and Preview” to continue your application.

Section C:

(1) I would like to apply for credits of transfer.

(2) I would like to apply for extra free elective credits of transfer.

(3) Please indicate your intended primary major or declared major/minor.

(4) Special request(s):

[Save Draft and Preview](#)

11. Please check the inputted information carefully and you are not able to amend your application after submission. If your application is ready, please click “Confirm and Submit” to submit your application.

Section A: Course Mapping

Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Transfer as a free elective course if not approved?
ACTSC 331	Life Contingencies 2	1	View	Pair #1	STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	No

Section B: Reserve Course

Section C:

(1) I would like to apply for credits of transfer.

(2) I would like to apply for extra free elective credits of transfer.

(3) Please indicate your intended primary major or declared major/minor.

(4) Special request(s):

[Back](#) [Confirm and Submit](#)

12. Your application for credit transfer and leave of absence will be processed by the Faculty Office. You can check your application status by clicking “View” next to “2. Submitted credit transfer requests”.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Semester 1
Course Year	3
Application Type	Apply for <i>credit transfer</i> AND <i>leave of absence</i>

Step 1

Input information of host institution ✔

Step 2

Apply for credit transfer ✔

[1. Host institution information : View](#)

[2. Submitted credit transfer requests : View](#)

Status: Pending for faculty pre-processing

Your application is under processing at the moment:

Section A: Course Mapping										
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping Pair #1	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Approval Result (Equivalent Course & Curriculum Requirement)	Transfer as a free elective course if not approved?	Approval Result (free elective)
ACTSC 331	Life Contingencies 2	1	View	<div style="border: 1px solid #ccc; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> + </div> Course Mapping Pair #1	STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	PENDING	No	N/A

Your application has been approved:

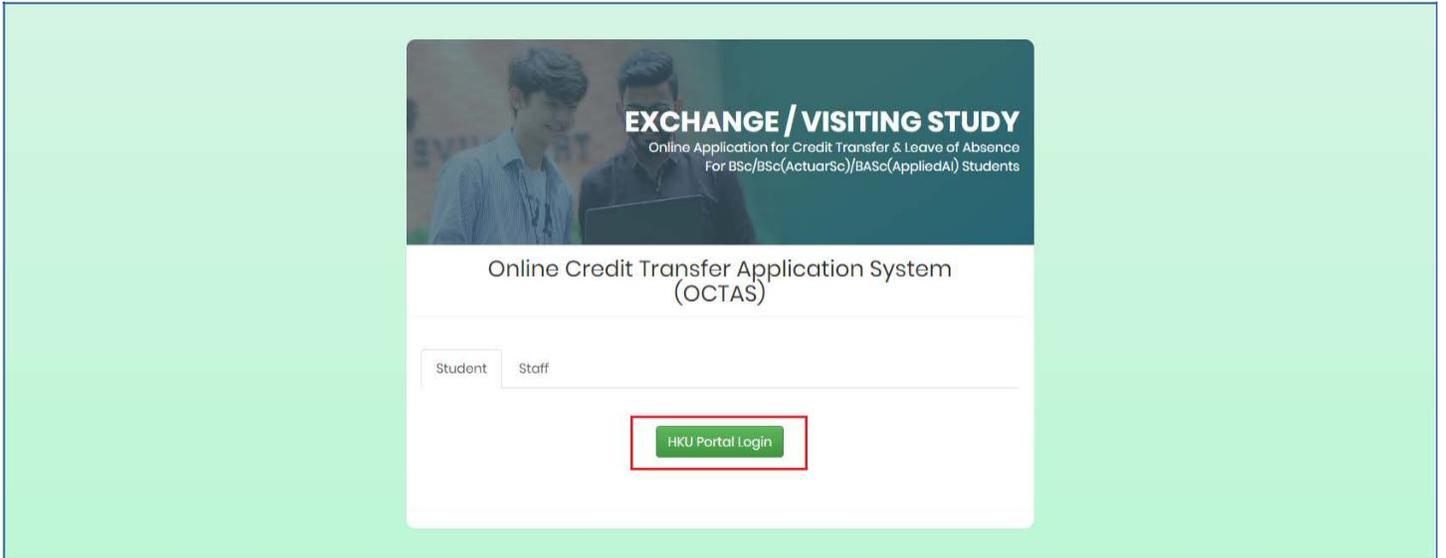
Section A: Course Mapping										
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping Pair #1	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Approval Result (Equivalent Course & Curriculum Requirement)	Transfer as a free elective course if not approved?	Approval Result (free elective)
ACTSC 331	Life Contingencies 2	1	View	<div style="border: 1px solid #ccc; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> + </div> Course Mapping Pair #1	STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	YES	No	N/A

13. The whole application process is completed. Please be reminded that you are required to submit the official transcript to the Faculty Office to confirm your credit transfer application.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Semester 1
Course Year	3
Application Type	Apply for <i>credit transfer</i> AND <i>leave of absence</i>
	Step 1 Input information of host institution
	Step 2 Apply for credit transfer
	1. Host institution information : View
	2. Submitted credit transfer requests : View
	Status: Application is completed

F. Application for Credit Transfer only (For Summer/Winter exchange students)

1. Please login the system with your HKU Portal ID and password.



2. Please click “Add a new programme” to start your application and input the required information. For “Exchange Programme”, please select “Summer Exchange Programme” or “Winter Exchange Programme”.



Add a new programme

- Applicable for students who have joined term-time/summer/winter visiting programme only.
- For students who have joined the HKUWW Undergraduate Student Exchange Programme / Faculty-level or Departmental-level Exchange Programme, the programme information should have been displayed below. If no information is being displayed, please contact the Faculty Office.

Exchange Year Please select ▼	Exchange Semester Please select ▼	Course Year (in exchange year) Please select ▼
Exchange Programme Please select ▼	Country Please select ▼	Host Institution ▼

** If your intended host institution is not listed above, please contact the Science Faculty Office.*

Next

3. Please select “Apply for credit transfer ONLY” and click “Save” to continue.

Exchange Programme	Summer Exchange Programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2018 - Summer
Course Year (in exchange year)	3

Type of application(s):

Apply for **credit transfer** ONLY.

4. Please click “Input information of host institution” to continue.

Exchange Programme	Summer Exchange Programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2018 - Summer
Course Year (in exchange year)	3

Application Type

Apply for **credit transfer** ONLY

Step 1

Step 2

5. In this section, you are required to upload supporting documents (e.g. academic calendar, degree regulations, credit unit statement etc.) to support the information you are going to fill in. Please combine all documents into one PDF file. You may consult the host institution if you are not able to find the information on the official website. Please click “Preview” after you have filled in the information.

Supporting Documents from Host Institution

Please upload supporting documents such as course handbook and syllabuses from the host institution to support the information below. Otherwise your application for transfer of credits cannot be processed.

[Upload document](#)

The following details are required for the Faculty to process your application for transfer of credits. You may need to contact the host institution for such details.

1. Duration of the undergraduate degree curriculum	<input type="text" value="Please choose"/>
2. Number of teaching weeks in each semester/term	<input type="text"/>
3. Number of teaching weeks in each year	<input type="text"/>
4. Number of credits required for graduation (credit/unit)	<input type="text"/>
5. Approximate number of contact hours of each credit/unit of course	<input type="text"/>
6. Standard semester/term study load (credit/unit)	<input type="text"/>

[Preview](#)

6. Please click “Confirm and submit” to continue your application.

1. Duration of the undergraduate degree curriculum	<input type="text" value="3"/>
2. Number of teaching weeks in each semester/term	<input type="text" value="12"/>
3. Number of teaching weeks in each year	<input type="text" value="30"/>
4. Number of credits required for graduation (credit/unit)	<input type="text" value="180"/>
5. Approximate number of contact hours of each credit/unit of course	<input type="text" value="6"/>
6. Standard semester/term study load (credit/unit)	<input type="text" value="30"/>

[Back](#) [Confirm and submit](#)

7. You will be directed to the front page again. Please click “Apply for credit transfer” to continue.

The screenshot shows a web form with the following fields and content:

- Exchange Programme:** Summer Exchange Programme
- Country:** Canada
- Host Institution:** the University of Waterloo
- Exchange Semester:** 2018 - Summer
- Course Year (in exchange year):** 3
- Application Type:** Apply for *credit transfer* ONLY

Below the form, there are two steps:

- Step 1:** Input information of host institution (with a green checkmark icon)
- Step 2:** Apply for credit transfer (highlighted with a red box)

At the bottom, there is a link: 1. Host institution information : [View](#)

8. Please click “Add host U course” to input the course information of the host institution and click “Add HKU course” to input the equivalent HKU course. You should read the notes and instructions carefully before inputting the information.

The screenshot shows two identical sections for course mapping:

- Pair #1:** A central circle labeled "Course Mapping" with a red plus sign and "Pair #1" below it. To its left is a green button "Add host U course" (highlighted with a red box). To its right is a green button "Add HKU course" (highlighted with a red box).
- Pair #2:** A central circle labeled "Course Mapping" with a red plus sign and "Pair #2" below it. To its left is a green button "Add host U course". To its right is a green button "Add HKU course".

For the course information of host institution, you should fill in the information prescribed on the official syllabus and upload the syllabus to the system. Taking “ACTSC 331 Life Contingencies 2” offered by the University of Waterloo as an example:

Course Information of Host Institution

Course Code	Course Title	Credits/ Units	Syllabus
ACTSC 331 ✓	Life Contingencies 2 ✓	0.5 ✓	Choose File ACTSC 331 – Life Contingencies 2.pdf ✓

Notes:

- Please input 'NIL' if course code is not available.
- The course title and credits/units should be identical to the official transcript to be submitted, otherwise further confirmation and clarification from the host institution may be required.
- Please upload an **UPDATED** and **DETAILED** syllabus (with course description, topics covered, assessment methods, reference book list etc.). Syllabus with inadequate information or outdated syllabus may not be accepted.

ACTSC 331 LEC,TUT 0.50 Course ID: 003295
Life Contingencies 2

Policy Values: Annual, 1/12thly and continuous cases. Thiele's equation. Policy alterations. Modified policies. Multiple State Models: Applications in life contingencies; assumptions; Kolmogorov equations; premiums, policy values, multiple decrement models. Joint Life Models: Valuation of insurance benefits on joint lives, dependent and independent cases.

[Note: Some of the material covered in STAT 333 reinforces some of the concepts covered in this course. Therefore students might find it beneficial to take STAT 333 and ACTSC 331 at the same time. Official EMS]

Save Close

For the equivalent HKU course, you should fill in the information prescribed on the syllabus of your HKU Major/Minor/Programme:

Equivalent Course Information of HKU

Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?
STAT3909 ✓	6 ✓	Actuarial Science BSc in Actuarial Science ✓	Disciplinary Core ✓	No

Notes:

- Multiple
- For a
- For in

No.	Course Code	Title	Credit	Pre-requisite	Available in	Semester offered in	Exam. held in	Quota	Course Coordinator	Major/ Minor
1	STAT3909	Life contingencies II	6	Pass in STAT3901, or already enrolled in this course; and For BSc(Actuarial Science) students only.	2019 - 2020 2020 - 2021	0=year long 1=1st sem 2=2nd sem S=Summer TBC= To be confirmed	TBC= To be confirmed	---	Dr D Lee, Statistics & Actuarial Science	Disciplinary Core Course

Department of Statistics & Actuarial Science

Save Close

BSc in Actuarial Science (2019,2018,2017,2016,2015,2014,2013,2012)

9. You can now check the information you have just inputted and make any necessary amendment(s) by clicking “Amend”:

Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?
ACTSC 331	Life Contingencies 2	1	View	Amend	STAT3909	6	BSc in Actuarial Science	Disciplinary Core	No

Course Mapping Pair #1

Add host U course

Add HKU course

10. Please complete Section C and click “Save Draft and Preview” to continue your application.

Section C:

(1) I would like to apply for credits of transfer.

(2) I would like to apply for extra free elective credits of transfer.

(3) Please indicate your intendend primary major or declared major/minor.

(4) Special request(s):

11. Please check the inputted information carefully and you are not able to amend your application after submission. If your application is ready, please click “Confirm and Submit” to submit your application.

Section A: Course Mapping

Course Code	Course Title	Credits/Units	Syllabus	Course Mapping Pair #1	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Transfer as a free elective course if not approved?
ACTSC 331	Life Contingencies 2	1	View		STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	No

Section B: Reserve Course

Section C:

(1) I would like to apply for credits of transfer.

(2) I would like to apply for extra free elective credits of transfer.

(3) Please indicate your intendend primary major or declared major/minor.

(4) Special request(s):

12. Your application for credit transfer will be processed by the Faculty Office. You can check your application status by clicking “View” next to “2. Submitted credit transfer requests”.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Winter
Course Year	3
Application Type	Apply for credit transfer ONLY

Step 1

Input information of host institution

✔

Step 2

Apply for credit transfer

✔

[1. Host institution information : View](#)

[2. Submitted credit transfer requests : View](#)

Status: Pending for faculty pre-processing

Your application is under processing at the moment:

Section A: Course Mapping										
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Approval Result (Equivalent Course & Curriculum Requirement)	Transfer as a free elective course if not approved?	Approval Result (free elective)
ACTSC 331	Life Contingencies 2	1	View	<div style="border: 1px solid #ccc; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="color: red; font-size: 1.5em; margin-right: 5px;">+</div> <div style="text-align: left; font-size: 0.8em;">Course Mapping Pair #1</div> </div>	STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	PENDING	No	N/A

Your application has been approved:

Section A: Course Mapping										
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Approval Result (Equivalent Course & Curriculum Requirement)	Transfer as a free elective course if not approved?	Approval Result (free elective)
ACTSC 331	Life Contingencies 2	1	View	<div style="border: 1px solid #ccc; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="color: red; font-size: 1.5em; margin-right: 5px;">+</div> <div style="text-align: left; font-size: 0.8em;">Course Mapping Pair #1</div> </div>	STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	YES	No	N/A

13. The whole application process is completed. Please be reminded that you are required to submit the official transcript to the Faculty Office to confirm your credit transfer application.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Winter
Course Year	3
Application Type	Apply for credit transfer ONLY
	Step 1 Input information of host institution ✓
	Step 2 Apply for credit transfer ✓
	1. Host institution information : View
	2. Submitted credit transfer requests : View
	Status: Application is completed

G. Request for Application Revision

1. If you are approved to revise your application, the system will re-open for your revision. You have to go through 4 steps to complete the revision. Please click “1. Cancel approved requests” to start.

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year (in exchange year)	3
Application Type	Apply for credit transfer AND leave of absence
	Step 1 Input information of host institution ✓
	Step 2 Apply for credit transfer ✓
	Step 3 Revise application
	<ol style="list-style-type: none">1. Cancel approved requests2. Swap reserved requests3. Add new requests4. Preview and submit revised application
	<ol style="list-style-type: none">1. Host institution information : View2. Submitted credit transfer requests : View
	Status: Pending for revised application

2. In this section, you can cancel any approved/disapproved requests by ticking the box “Apply cancellation of this request”. If you do not wish to cancel any requests, please click “Confirm and Next” to continue.

Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping Pair #2	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
ACTSC 446	Mathematics of Financial Markets	1	View		STAT3911	6	BSc in Actuarial Science	Disciplinary Core	No	YES
<input type="checkbox"/> Apply cancellation of this request.										
Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping Pair #3	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
ECON 212	Introduction to Game Theory	1	View		ECON2214	6	Elective	Elective	No	YES
<input type="checkbox"/> Apply cancellation of this request.										

Section B: Reserve Course

Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping Pair #1	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
STAT 450	Estimation and Hypothesis Testing	1	View		STAT3602	6	BSc in Actuarial Science	Disciplinary Elective	No	YES
<input type="checkbox"/> Apply cancellation of this request.										

Back

3. You will be directed to the front page again and you have to click “2. Swap reserved requests” to continue.

Step 1

Input information of host institution ✔

Step 2

Apply for credit transfer ✔

Step 3

Revise application

1. Cancel approved requests ✔
2. Swap reserved requests
3. Add new requests
4. Preview and submit revised application

1. Host institution information : [View](#)
2. Submitted credit transfer requests : [View](#)

Status: Pending for revised application

4. In this section, you can swap your requests from the main list (Section A) to the reserve course list (Section B) or from the reserve course list (Section B) to the main list (Section A).

For example, if you would like to move “ECON 212” to the reserve course list, please click “Move request to Section B (Reserve Course)”, and if you would like to move “STAT 450” to the main list, please click “Move request to Section A”.

If you do not wish to swap any requests, please click “Confirm and Next” to continue.

Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping Pair #3	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
ECON 212	Introduction to Game Theory	1	View		ECON2214	6	Elective	Elective	No	YES

[Move request to Section B \(Reserve Course\)](#)

Section B: Reserve Course

Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping Pair #1	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
STAT 450	Estimation and Hypothesis Testing	1	View		STAT3602	6	BSc in Actuarial Science	Disciplinary Elective	No	YES

[Move request to Section A](#)

Back [Confirm and Next](#)



The courses have now been swapped and you can click “Confirm and Next” to continue.

Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping Pair #3	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
STAT 450	Estimation and Hypothesis Testing	1	View		STAT3602	6	BSc in Actuarial Science	Disciplinary Elective	No	YES

[Move request to Section B \(Reserve Course\)](#)

Section B: Reserve Course

Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping Pair #1	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
ECON 212	Introduction to Game Theory	1	View		ECON2214	6	Elective	Elective	No	YES

[Move request to Section A](#)

Back [Confirm and Next](#)

5. You will be directed to the front page again and you have to click “3. Add new requests” to continue.

Step 1 Input information of host institution ✓

Step 2 Apply for credit transfer ✓

Step 3 Revise application

1. Cancel approved requests ✓
2. Swap reserved requests ✓
3. Add new requests
4. Preview and submit revised application

1. Host institution information : [View](#)

2. Submitted credit transfer requests : [View](#)

Status: Pending for revised application

6. You can now add course(s) in Section A and/or Section B as per your previous application.

Section A: Course Mapping

- Up to 3 SIMILAR / RELATED courses from host institution could be combined to transfer HKU course(s) in a single pair of application, and please be alerted that you **MUST PASS ALL** courses or the application will be invalid.
- Up to 2 HKU courses could be transferred in **A SINGLE PAIR of APPLICATION**, depending on the course equivalency and course credits, and both courses should be in the **SAME discipline**.

Add host U course Course Mapping Pair #1 Add HKU course

Add host U course Course Mapping Pair #2 Add HKU course

Add host U course Course Mapping Pair #3 Add HKU course

Section B: Reserve Course

Add host U course Course Mapping Pair #1 Add HKU course

7. If you have added the new course(s) or if you do not wish to add any new course(s), please click “Save and Preview” to continue.

Section C:

(1) I would like to apply for credits of transfer.

(2) I would like to apply for extra free elective credits of transfer.

(3) Please indicate your intendend primary major or declared major/minor.

(4) Special request(s):

[Save Draft and Preview](#)

8. You can now preview your newly added course(s) and please click “Confirm and Next” to continue.

Section A: Course Mapping

Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Transfer as a free elective course if not approved?
ACTSC 471	Advanced Corporate Finance	1	View	Course Mapping Pair #1	FINA2311	6	Elective (Elective)	No

Section B: Reserve Course

Section C:

(1) I would like to apply for credits of transfer.

(2) I would like to apply for extra free elective credits of transfer.

(3) Please indicate your intendend primary major or declared major/minor.

(4) Special request(s):

[Back](#) [Confirm and Next](#)

9. You will be directed to the front page again and you have to click “4. Preview and submit revised application” to view and submit your revised application.

Step 3 Revise application

1. Cancel approved requests ✓
2. Swap reserved requests ✓
3. Add new requests ✓
4. Preview and submit revised application

1. Host institution information : [View](#)
2. Submitted credit transfer requests : [View](#)

Status: Pending for revised application

10. If your revised application is ready, please click “Confirm and Submit” to submit your application.

ECON 212	Introduction to Game Theory	1	View	Pair #1	ECON2214	8	Elective (Elective)	No
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Section C:

(1) I would like to apply for credits of transfer.

(2) I would like to apply for extra free elective credits of transfer.

(3) Please indicate your intend primary major or declared major/minor.

(4) Special request(s).

[Back](#) [Confirm and Submit](#)

11. Your revised application is completed and will be processed by the Faculty Office.

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Application Type	Apply for credit transfer AND leave of absence
	<p>Step 1 Input information of host institution ✓</p> <p>Step 2 Apply for credit transfer ✓</p> <hr/> <p>1. Host institution information : View 2. Submitted credit transfer requests : View</p> <hr/> <p>Status: Pending for faculty pre-processing</p>