

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF ARTS**

Guidelines on Application for Credit Transfer for Exchange Studies  
[Applicable to all BA students and BA&LLB Year 1 – 3 students]

**Note: Students are also reminded to submit a separate application form for leave of absence before their departure for exchange (form available at <http://arts.hku.hk/current-students/undergraduate/forms>)**

**A. Application procedures**

Stage	Information
1. Approval for credit transfer <u>before</u> departure for exchange <b>(Parts I and II)</b>	<p>(a) <b>Parts I and II</b> of the application form should be submitted to the Arts Faculty Office <b>via email (<a href="mailto:arts@hku.hk">arts@hku.hk</a>)</b> at least <u>6 weeks prior to the start of the exchange semester at the host institution</u>. Applicants undergoing a full-year exchange may submit two separate application forms before each exchange semester. Late and incomplete applications will NOT be considered.</p> <p>(b) Supporting documents related to the dates of exchange semesters, study load and proposed courses for credit transfer should be attached, such as course syllabuses and course outlines (with credit information and assessment methods, etc.). In order to expedite the application process, please ensure that sufficient supporting documents are attached for the Faculty's consideration.</p> <p>(c) The Faculty Office will then consult with the Programmes concerned and centrally inform applicants of the approved credit transfer scheme.</p>
2. Confirmation of course enrollment for credit transfer <u>during</u> exchange <b>(Part III)</b>	<p>(a) <b>Part III</b> of the application form should be submitted to the Arts Faculty Office <b>via email (<a href="mailto:arts@hku.hk">arts@hku.hk</a>)</b> <u>after the add/ drop period but no later than 1 month after the commencement of the exchange semester at the host institution</u>:</p> <p>(i) Applicants who have no subsequent course change to the approved credit transfer scheme of <b>Part II</b> should indicate so in <b>Part III</b>; or</p> <p>(ii) Applicants who wish to add new courses for credit transfer during the add/ drop period should obtain prior approval from the Programmes concerned <u>before</u> submitting <b>Part III</b> to the Arts Faculty Office. Supporting documents showing the Programmes' approval for the newly-added courses, course syllabuses and course outlines should be attached. [See the list of Arts Programme Coordinators: <a href="http://arts.hku.hk/current-students/undergraduate/BA/majors-minors">http://arts.hku.hk/current-students/undergraduate/BA/majors-minors</a>]</p> <p>(b) The Faculty will issue a letter approving the finalized credit transfer scheme. Transfer of credits is conditional upon the successful completion of the approved courses.</p>
3. Final submission of official transcript <u>after</u> completion of exchange	<p>(a) Applicants are required to submit an original copy/ a certified true copy of the official transcript issued by the host institution to the Arts Faculty Office as soon as possible, in order to complete the application procedures.</p> <p>(b) Final-year students intending to have exchange studies in their last semester of studies are reminded the possibility of deferred graduation if the said official transcript cannot be submitted to the Arts Faculty Office by mid-September.</p>

## B. Faculty policy for credit transfer

Pursuant to the University's new credit transfer policy which takes effect from 2015-16<sup>1</sup> and the decisions of the Faculty, the Faculty policy for credit transfer is outlined as follows:

### 1. Study load and credit transfer principles

- (a) Students are advised to take a full study load at their host institutions. Students are NOT advised to take an under load or an over load during their exchange. A semester or a year of full-time study should normally translate into a full semester's or full year's credits at HKU (i.e. up to 30 or 60 HKU credits respectively). While most host institutions have 2 semesters in an academic year, it is noted that some have 3 or more terms. For the latter case, the Faculty may further adjust the number of credit transfer accordingly.
- (b) The grand total of credit transfer for a semester or year of exchange studies shall be in multiples of 6 credits, even though it is possible that the transferred credits at course level may not be in multiples of 6 credits (i.e. odd credits). The Faculty has the discretion to determine the rounding up or down of odd credits having regard to all related circumstances.
- (c) Based on the principles mentioned above, hence, it is possible that even if two applicants study some same courses at the same host institution, the transferred credits approved for each course may be different. For example, if the full study load of University X is 60 credits for a semester and most of their courses are 20 credits each, then:

	Student A	Student B
Total credits for a semester at University X	20 credits x 3 courses = 60 credits (i.e. full load)	20 credits x 2 courses = 40 credits (i.e. under load)
Total HKU credits to be transferred if all courses are approved	<b>30 HKU credits</b>	[20 HKU credits] → to be rounded down as <b>18 HKU credits</b>

### 2. Fulfilment of graduation requirements at HKU

- (a) At least half the number of credits of the BA degree shall be accumulated through the study at HKU or from transfer of credits for courses completed at other institutions.
- (b) **Students should complete at least 50% of each of the Arts major/ minor requirements at HKU.** Transferred credits in excess of the cap as approved by the major/ minor offering Programmes will be counted only as free electives for the BA degree.
- (c) **Students are normally expected to complete the capstone requirement of their Arts majors at HKU.** Only under very special circumstances can final-year students be permitted to transfer credits to fulfill the capstone requirement.
- (d) Students being granted credit transfer are deemed to have completed the equivalent number of credits for the BA degree. In other words, successful applicants are not required to make up the credits approved for credit transfer. Credits and grades of the courses approved to be transferred will not be included in the calculation of GPA and honours classification.

## C. Contact of the Arts Faculty Office

Address: Room 405, 4/F, Run Run Shaw Tower, Centennial Campus, HKU

Phone: 3917 8977

Email: [arts@hku.hk](mailto:arts@hku.hk)

July 3, 2015; Amended May 23, 2016

<sup>1</sup> For details, see the University "Credit Accumulation and Transfer Policy" paper approved by the Senate on March 3, 2015, document 317/212 amended; available at <http://www.cdqa.hku.hk/guidelines-and-forms.php>.