

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Guidelines on Application for Credit Transfer for Exchange/Visiting Studies
[Applicable to all BA and BA(HDT) students, also BA&LLB Year 1 – 3 students]

Leave of absence

1. Students participating in exchange/visiting studies during Semester 1 or Semester 2 should apply for leave of absence [here](#).

Credit Transfer

Before departure

2. Students are encouraged to take normal semester study load at the host institution during the relevant study period. If they wish to transfer credits of courses taken during exchange/visiting studies, they are required to seek prior approval for the proposed course(s). Applications for credit transfer should be submitted [here](#) at least 6 weeks prior to the start of the study period at the host institution. Students undergoing a full-year exchange may submit an application on a semester basis.
3. Late and incomplete applications for credit transfer will NOT normally be considered. Students should provide supporting documents (e.g. course outline, number of credits that the course carries) of each proposed course for the application.
4. The Faculty will consult the Programme(s) concerned at HKU (e.g. History, Astronomy, Common Core) on whether they support the credit transfer application of the proposed course(s) to count towards their major/minor or only as free elective(s), hence students are required to specify which Programme(s) at HKU should vet the proposed course(s). If there seems to be no corresponding Programme at HKU would offer the proposed course, the Faculty will decide whether it is appropriate to be transferred as a free elective.
5. The Faculty will inform students about the preliminary application results.

During exchange

6. When students' course enrollments at the host institution are finalized, they should submit Part III of the credit transfer application [here](#) no later than 1 month after the commencement of the study period concerned.
7. If students wish to add new course(s) for credit transfer when they arrive at the host institution, they should obtain prior approval directly from the Programme(s) at HKU direct to expedite their course planning. When they submit the Part III application according to the said timeline, they should provide supporting documents of each new proposed course, including endorsement from the Programme(s) at HKU.
8. The Faculty will inform students about the results of their Part III applications. However, transfer of credits is conditional upon successful completion of the approved courses at the host institution.

After exchange

9. Students are required to submit the original or a certified true copy of the official transcript issued by the host institution to the Faculty Office when it is available. Then,

the Faculty will enter the approved credit transfer records on SIS to complete the application procedures.

Faculty policy for credit transfer

10. Pursuant to the University's "Principals for Granting and Calculation Credit Transfer" stating on the "[Credit Accumulation and Transfer Policy](#)" (Annex II of document 123/323), the Faculty policy for credit transfer effective from 2023-24 is outlined as follows:
 - a) Students are advised to take a full study load of appropriate courses during the study period at the host institutions. Credit conversion approach will be adopted on credit transfer applications. There are 2 regular semesters at HKU (Summer Semester is optional) and the normal annual study load here is 60 credits. Hence, if a host institution also has 2 regular semesters in an academic year, students will normally be able to transfer 30 credits if they successfully complete full semester study load of appropriate courses there. If a host institution has 3 or more regular semesters in an academic year, the credit conversion rate of courses will be determined by the annual study load of the host institution and that of HKU.
 - b) The total number of transferred credits on an exchange/visiting study should be in multiples of 6, while odd credits can be granted at course-level. The Faculty has the discretion to determine the rounding up or down of odd credits having regard to all related circumstances.

Other points to note

11. Under normal circumstances, academic-related courses at UG-level offered by HKU exchange partners would be acceptable for credit transfer to fulfil the requirements of BA degree at major/minor-level or as free electives. Other courses like skiing or cooking would normally be rejected.
12. Mapping a course at the host institution with an HKU course is not necessary for credit transfer applications, unless it is proposed to fulfil the prerequisite or co-requisite of a future enrollment at HKU. However, it is noted that some Programmes at HKU may only process credit transfer applications with a proposed course mapping.
13. If a course at the host institution is deemed equivalent to an HKU course that the student concerned has successfully completed, then the application for transferring credits from this course will not be approved.
14. At least half the number of credits of the BA, BA(HDT) and BA&LLB degree shall be accumulated through the study at HKU or from approved transfer of credits for courses completed at other institutions.
15. **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, BA(HDT) and BA&LLB degree.

16. **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.
17. Students being granted credit transfer are deemed to have completed the equivalent number of credits for the BA, BA(HDT) and BA&LLB degree. In other words, they 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.

Possible scenarios of credit transfer results

18. The following tables illustrate the possible scenarios that transferred credits and the corresponding course fulfillments will be approved/rejected.

+ proposed by the applicant and
vetted by the relevant HKU Programme

Credit conversion scenario 1 (e.g. students are required to take 5 standard courses in each of 2 regular semesters at the host institution):

Course Taken at the Host Institution	Credit(s) at the Host Institution	Equivalent HKU Credit(s) (by Conversion)	Application results	
			Adjusted HKU Credit(s)	Approved Course Fulfillment ⁺
Course 1	0.5	6	6	Major 1 (advanced)
Course 2	0.5	6	6	Major 1 (advanced)
Course 3	0.5	6	6	Major 1 (advanced)
Course 4	0.5	6	6	Major 1 (advanced)
Course 5	0.5	6	6	Major 1 (advanced)
Total	2.5 (full load)	30	30	

Credit conversion scenario 2 (e.g. students are required to take 4 standard courses in each of 2 regular semesters at the host institution):

Course Taken at the Host Institution	Credit(s) at the Host Institution	Equivalent HKU Credit(s) (by Conversion)	Adjusted HKU Credit(s)	Approved Course Fulfillment ⁺
Course 1	6	7.5	8	Major 1 (advanced)
Course 2	6	7.5	8	Major 1 (advanced)
Course 3	6	7.5	8 (=SPAN2001)	Minor 2 (advanced)
Course 4	6	7.5	6	Free elective of the nominated Programme [~] (advanced)
Total	24 (full load)	30	30	

[~] the Programme which the student concerned does not declare a major/minor in

Credit conversion scenario 3a (e.g. students are required to take 3 standard courses in each of 2 regular semesters at the host institution):

Course Taken at the Host Institution	Credit(s) at the Host Institution	Equivalent HKU Credit(s) (by Conversion)	Adjusted HKU Credit(s)	Approved Course Fulfillment ⁺
Course 1	10	10	10	Major 1 (advanced)
Course 2	10	10	10	Major 1 (advanced)
Course 3	10	10	10	Major 1 (advanced)
Total	30 (full load)	30	30	

Credit conversion scenario 3b (e.g. students are required to take 3 standard courses in each of 2 regular semesters at the host institution):

Course Taken at the Host Institution	Credit(s) at the Host Institution	Equivalent HKU Credit(s) (by Conversion)	Adjusted HKU Credit(s)	Approved Course Fulfillment ⁺
Course 1	10	10	9	Major 1 (advanced)
Course 2	10	10	9	Major 2 (introductory)
Total	20 (not full load*)	20	18	

* the full semester study load is 30

Credit conversion scenario 3c (e.g. students are required to take 3 standard courses in each of 2 regular semesters at the host institution):

Course Taken at the Host Institution	Credit(s) at the Host Institution	Equivalent HKU Credit(s) (by Conversion)	Adjusted HKU Credit(s)	Approved Course Fulfillment ⁺
Course 1	10	10	12	Major 1 (advanced)
Course 2	10	0	0	<Failed>
Total	20 (not full load*)	10	12	

* the full semester study load is 30

Credit conversion scenario 4 (e.g. courses carrying different credits at the host institution):

Course Taken at the Host Institution	Credit(s) at the Host Institution	Equivalent HKU Credit(s) (by Conversion)	Adjusted HKU Credit(s)	Approved Course Fulfillment ⁺
Course 1	2	3.3	6 (=FINA2322)	Major 2 (advanced)
Course 2	2	3.3		
Course 3	3	5	6	Major 2 (advanced)
Course 4	2	3.3	6 (=FINA3xxx)	Major 2 (advanced)
Course 5	2	3.3		
Course 6	3	5	6	Minor 2 (introductory)
Course 7	3	5	6	Minor 2 (introductory)
Total	17 (not full load*)	28.2	30	

* assuming the host institution has 2 regular semesters and the full semester study load is 18

Credit conversion scenario 5 (e.g. the host institution has more regular semesters than HKU):

Course Taken at the Host Institution	Credit(s) at the Host Institution	Equivalent HKU Credit(s) (by Conversion)	Adjusted HKU Credit(s)	Approved Course Fulfillment ⁺
Course 1	5	6.7	6	Dummy credits (granted by the Faculty when there are no corresponding teaching units at HKU) [^]
Course 2	4	5.3	6	Major 2 (advanced)
Total	9 (not full load*)	12	12	

* assuming the host institution has 3 regular semesters and the annual study load is 45 credits

[^] only if the course is conducted by the similar teaching and learning activities of HKU, also assessed in the similar formats

Credit conversion scenario 6 (e.g. visiting programme in the summer semester):

Course Taken at the Host Institution	Credit(s) at the Host Institution	Equivalent HKU Credit(s) (by Conversion)	Adjusted HKU Credit(s)	Approved Course Fulfillment ⁺
Course 1	2	3	0	<Rejected>#
Total	2*	0	0	

* assuming the relevant annual study load is 40 credits

the total number of transfer is not in multiple of 6; if the student also completes another appropriate course in this visiting programme, he/she will be able to transfer 6 credits in total

Credit conversion scenario 7 (e.g. applying credit transfer for an academic-related course and a non-academic-related course):

Course Taken at the Host Institution	Credit(s) at the Host Institution	Equivalent HKU Credit(s) (by Conversion)	Adjusted HKU Credit(s)	Approved Course Fulfillment ⁺
Course 1	3	5.6	6	Major 1 (advanced)
Course 2	1	<n/a>	<n/a>	<Rejected>#
Total	4 (not full load*)	5.6	6	

* assuming the relevant annual study load is 32 credits

non-academic-related courses like skiing, cooking

Reference database

- Students can refer to a summary of approved credit transfer records by the Faculty in the previous years (<https://arts.hku.hk/current-students/undergraduate/forms>) when planning for exchange/visiting studies. The list is for reference only. As there may be updates on the course content or implementation at the host institution and Programmes at HKU, the course fulfillment approved in the past may no longer be valid. Students are required to submit detailed course information when applying for credit transfer for processing.

Contact information

For enquiries, please contact arts@hku.hk.

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