

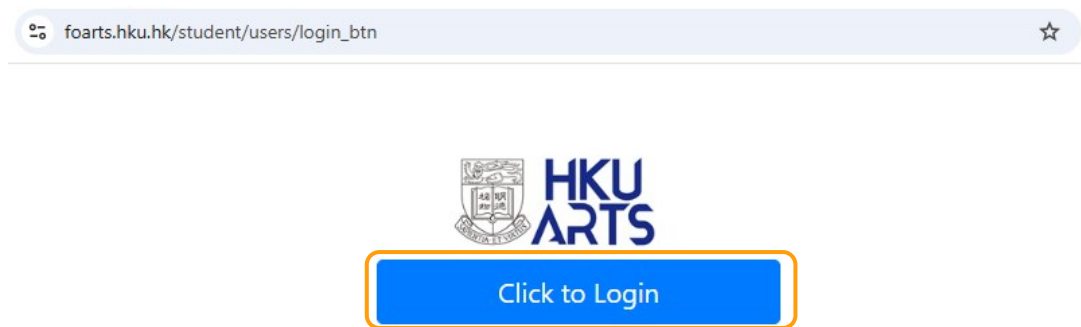


Online Application System for Credit Transfer

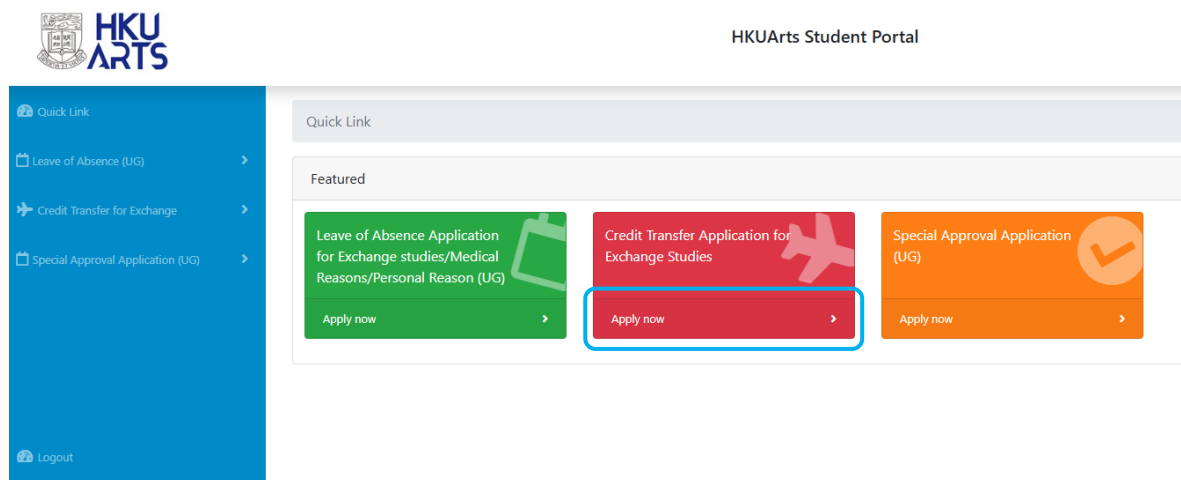
User Manual for Students (December 2023)

Application for Credit Transfer

1. Please login the system with your HKU Portal ID and password via https://foarts.hku.hk/student/users/login_btn.



2. Please click “Apply now” from “Credit Transfer Application for Exchange Studies” to start your application.



3. Please complete all fields in Part I(a) to (d). For Year 2 or above students, you should select your declared Arts major from the dropdown menu, and also fill in the declared optional second major or minor(s), if any. For BA&LLB students, BA(HDT) and BA&BEng(AI&DataSc) students, you should select “Literary Studies”, “Humanities and Digital Technologies” or “AI and Humanity” for Arts major respectively.

4. In case the host institution is not listed on the dropdown menu, please contact the Faculty Office (arts@hku.hk) for the necessary follow-ups.

4. Additional Minor 2 (proposed):	Please select
Part I (c) – Information on the host institution	
1. Exchange for*:	Aarhus University (Denmark)
2. In the academic year of*:	Akita International University (Japan)
3. Name of host institution*:	Albert-Ludwigs-Universität Freiburg (Germany)
	American University of Central Asia (Kyrgyzstan)
	Richmond University (Canada)
	Please select
	* If your host institution is not listed above, please contact the Faculty Office at arts@hku.hk for assistance.
4. First day of teaching of each exchange semester/ term:	
5. Last day of each designated add/ drop period of each exchange semester/ term:	

- You are required to select “Yes” or “No” on whether you have applied for leave of absence for your exchange study or not (*applicable to exchange study taking place in Semester 1 and/or Semester 2*), then click “Save and Next” to continue your application. If you select “No” for leave of absence and click “Save and Next”, there will be a pop-up message to remind you to apply for leave of absence.

Part I (d) – Leave of Absence

1. Have you applied for Leave of Absence?*

(You must apply for Leave of Absence for exchange studies taking place in Semester 1 and/or Semester 2)

Please select

Yes

No

* is mandatory field

Save and Next

foarts.hku.hk says

You are advised to apply for Leave of Absence as soon as possible in the 'Leave of Absence section'.

OK

- You will be directed to the “Application History” page for viewing Part I of the credit transfer application that you have submitted. If you are ready to fill in Part II, please click “Continue Part II”.

Quick Link

Leave of Absence (UG)

Credit Transfer for Exchange

Logout

Before your departure, click [Continue Part II](#) to start your application for Part II.

When your course enrollments have been finalized at the host institution, click [Continue Part III](#) to complete your Part III application for process your finalized scheme of credit transfer.

Application for Credit Transfer for Exchange Studies

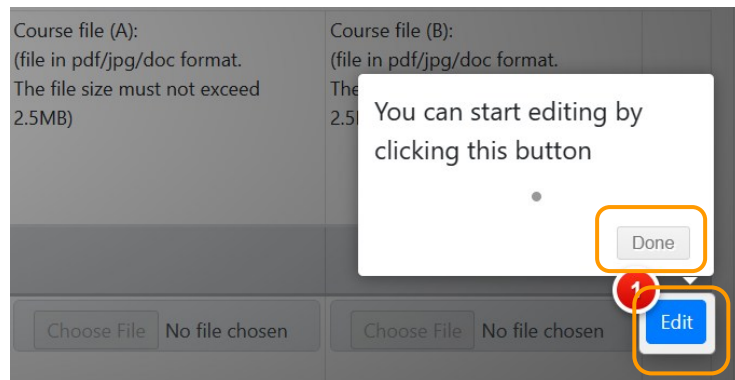
Part I (a) – Personal Particulars

Name*:		University No.:	
Curriculum*:		Study Year when the exchange studies begin*:	2
E-mail address*:		Phone*:	

Part I (b) – Major/Minor [For Year 2 or above students only]

1. Arts Major:	History
2. Additional Major (proposed):	Global Creative Industries

- When you proceed to Part II, you will see a pop-up message to guide you on how to start the application. Click “Done” and then start your application by clicking “Edit” for each course.



- You can fill in the information of each proposed course for credit transfer on a row. Please click “Save” after completing each row to continue with your application. Only saved changes will be kept if you leave the webpage before submitting the application.

(Tips: If the Course Title is too long and you cannot see the full title after inputting the information, you can drag the bottom right corner of the text box to enlarge the textbox to view the full Course Title you have inputted.)

Part II – Application for Credit Transfer before Departure for Exchange:

(to be submitted at least 6 weeks prior to the start of the exchange semester at the host institution)

Item#	Course Code (Enter "N/A" if no course code)	Course Title	Credit(s)	Estimated Converted HKU Credits (Not final credits)	Proposed HKU-equivalent Programme (or course, if applicable)	Course fulfillment:	Course file (A): (file in pdf/jpg/doc format. The file size must not exceed 2.5MB)	Course file (B): (file in pdf/jpg/doc format. The file size must not exceed 2.5MB)	
e.g.	LIN101	Introduction to linguistics	4	6	LING (or LING1000)	LCOM			
#1	HIS265	Europe after 1945: Transformations in European Economies and Societies	3	6	HIST	Major in History	HIS265 syllabus.doc Remove	HIS265 reading list.doc Remove	Save
#2						Please Select	Choose File No file chosen	Choose File No file chosen	Edit

- Please check the entered information carefully before clicking “I confirm and submit” as you are unable to amend or re-submit an application after clicking that button.

#6	SOC273	Understanding of Digital Media	3	6	SOCI2085	Second Major in Global C	SOC273.doc	Choose File No file chosen	Edit Delete
#7	SOC300	Media Technology and Society	3	6	SOCI2080	Second Major in Global C	SOC300.pdf	Choose File No file chosen	Edit Delete
#8	FIA120	Introduction to Eastern Art	3	6	ARTH	Free Elective	FIA120.doc	Choose File No file chosen	Edit Delete
#9	BUS200	Introduction to Marketing	3	6	MKTG2501	Free Elective	BUS200.pdf	Choose File No file chosen	Edit Delete
#10						Please Select	Choose File No file chosen	Choose File No file chosen	Edit

Please make sure you have saved each item above. Once you have submitted, you CANNOT edit the information or re-submit your application.

I confirm and submit

10. You can view your submitted application(s) and status on the “Application History” page. You will receive a system email notification informing you any updates on the application. You can check the application result by clicking “View” on the “Application History” page. You will then be directed to the same page as shown in [Point 6](#) and view the application result at the bottom of the page.

Home / Credit Transfer Application History

Your History

AppNo	Semester	Host	Submitted on	Status	
10126	Summer semester only	Peking University (China)		Part I - submitted Part II - submitted Part III - submitted	View
10144	2nd Semester	The University of British Columbia (Canada)		Part I - submitted Part II - submitted Part III - pending	View



Part II – Application for Credit Transfer before Departure for Exchange:

Item#	Course Code	Course Title	Credit(s)	Converted HKU Credits (Not final Credits)	Proposed HKU-equivalent course (if applicable) /Related Programme	Course fulfilment:	Course file(s):	Approval Status	Course Type (Intro/ Advanced/ Capstone)	Course Type Remark
1	HIS265	Europe after 1945: Transformations in European Economies and Societies	3	6	HIST	Major in History	HIS265 syllabus (1).doc HIS265 reading list (2).doc	Approved	Advanced	
2	HIS375	The Rise of the United States Since 1880	3	6	HIST	Major in History	HIS375 syllabus (1).doc HIS375 reading list (2).doc	Approved	Advanced	
3	HIS310	Nationalism in Southeast Asia	3	6	HIST	Major in History	HIS310 syllabus.doc HIS310 reading list (1).doc	Approved	Advanced	
4	HIS232	The Two World Wars	3	6	HIST	Major in History	HIS232.pdf	Approved	Advanced	
5	HIS276	Medieval Europe	3	6	HIST	Major in History	HIS276.pdf	Approved	Advanced	
6	SOC273	Understanding of Digital Media	3	6	SOCI2085	Second Major in Global Creative Industries	SOC273.doc	Approved	Advanced	
7	SOC300	Media Technology and Society	3	6	SOCI2080	Second Major in Global Creative Industries	SOC300.pdf	Approved	Advanced	
8	FIA120	Introduction to Eastern Art	3	6	ARTH	Elective	FIA120.doc	Approved	Intro	
9	BUS200	Introduction to Marketing	3	6	MKTG2501	Elective	BUS200 (1).pdf	Approved	Intro	

11. When your course enrollments at the host institution are finalized, you should submit Part III of the credit transfer application no later than 1 month after the commencement of the exchange semester at the host institution.

Please go to the “Application History” page again to “View” your submitted application, then click “Continue Part III” to start the Part III application.

Home / Credit Transfer Application History

Your History

AppNo	Semester	Host	Submitted on	Status	
10126	Summer semester only	Peking University (China)		Part I - submitted Part II - submitted Part III - submitted	View
10144	2nd Semester	The University of British Columbia (Canada)		Part I - submitted Part II - submitted Part III - pending	View



Please complete your Part III by clicking [Continue Part III](#) when your course enrollments have been finalized at the host institution.

Application for Credit Transfer for Exchange Studies

Part I (a) – Personal Particulars

Name*:		University No.:	
Curriculum*:	BA	Study Year when the exchange studies begin*:	2
E-mail address*:		Phone*:	

12. Please upload your finalized course enrollment record in Part III (a). This is to prove that you have successfully enrolled in the courses that you wish to apply for credit transfer.

Application for Credit Transfer for Exchange Studies

Part III (a) – Upload Your Finalized Course Enrollment Record Provided by the Host Institution

Select your document:

[Choose File](#) No file chosen

e.g.

Student Grade Inquiry | Term Statistics

<Name> [Print](#)
Report Manager

Term	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	4294	CCGL	9002	--	2BX			GRD (4.3)	6.00	Regular	Hong Kong Culture in the Conte
Detail	4329	CCHU	9076	--	2AX			GRD (4.3)	6.00	Regular	The Journalist: Comics, Movies
Detail	3698	CHIN	2368	--	2A			GRD (4.3)	6.00	Regular	Translation and social media
Detail	2104	CHIN	9507	--	2A			GRD (4.3)	6.00	Regular	Chinese as a foreign language

[Return to Search](#) [Notify](#)

13. The courses which have been pre-approved for credit transfer in Part II will be pre-loaded in Part III(b). For course(s) that not listing on your finalized enrollment record or if you no longer wish to apply credit transfer for it/them, you can click “Delete” to remove the relevant row. Please note that this action is irreversible, you will need to provide the relevant course information again on a new row if you click “Delete” by mistake.

If you have any newly-added course(s), please input the required information and upload the relevant course syllabus, then click “Save” and continue with your application.

Please check the entered information carefully before clicking “I confirm and submit” as you are unable to amend or re-submit an application after clicking that button.

Part III (b) – Confirmation of Course Enrollment for Credit Transfer during Exchange:

(to be submitted to the Arts Faculty Office after the add/drop period but no later than 1 month after the commencement of the exchange semester at the host institution)

Item#	Course Code (Enter "N/A" if no course code)	Course Title	Credits	Estimated Converted HKU Credits (Not final credits)	Proposed HKU-equivalent Programme (or course, if applicable)	Course fulfillment:	Course file (A) (file in pdf/jpg/doc format. The file size must not exceed 2.5MB)	Course file (B) (file in pdf/jpg/doc format. The file size must not exceed 2.5MB)	Newly-added course
e.g.	LIN1000	Introduction to linguistics	4	6	LING1000 (or LING)	LCOM	doc1.jpg	doc2.jpg	yes
#1	HIS310	Nationalism in Southeast Asia	3	6	HIST	Major in History	HIS310 syllabus.doc	Choose File No file chosen	No
#2	HIS232	The Two World Wars	3	6	HIST	Major in History	HIS232.pdf	Choose File No file chosen	No
#3	SOC273	Understanding of Digital Media	3	6	SOCI2085	Second Major in Globa	SOC273.doc	Choose File No file chosen	No
#4	BUS200	Introduction to Marketing	3	6	MKTG2501	Free Elective	BUS200 (1).pdf	Choose File No file chosen	No
#5	CAC257	Canada 1867-1945	3	6	HIST	Major in History	cac257.pdf Remove	Choose File No file chosen	Yes
#6						Please Select	Choose File No file chosen	Choose File No file chosen	Yes
#7						Please Select	Choose File No file chosen	Choose File No file chosen	Yes
#8						Please Select	Choose File No file chosen	Choose File No file chosen	Yes
#9						Please Select	Choose File No file chosen	Choose File No file chosen	Yes
#10						Please Select	Choose File No file chosen	Choose File No file chosen	Yes

Please make sure you have saved each item above. Once you have submitted, you CANNOT edit the information or re-submit your application.

I confirm and submit

14. You will receive a system email notification informing you the final application result when it is available. Please click “View” on the “Application History” page to view the application result and the total number of credits approved to be transferred at the bottom of the page, assuming that you will pass all courses approved for credit transfer.

Home / Credit Transfer Application History

Your History

AppNo	Semester	Host	Submitted on	Status	
10126	Summer semester only	Peking University (China)		Part I - submitted Part II - submitted Part III - submitted	View
10144	2nd Semester	The University of British Columbia (Canada)		Part I - submitted Part II - submitted Part III - submitted	View



Part III(b) – Confirmation of Course Enrollment for Credit Transfer during Exchange:

(to be submitted to the Arts Faculty Office after the add/drop period but no later than 1 month after the commencement of the exchange semester at the host institution)

Item#	Course Code	Course Title	Credit(s)	Proposed HKU-equivalent course (if applicable) /Related Programme	Course fulfilment:	Course file(s)	Approval Status	Course Type (Intro/ Advanced/ Capstone)	Course Type Remark	HKU Credits (Adjusted)
1	HIS310	Nationalism in Southeast Asia	3	HIST	Major in History	HIS310 syllabus.doc	Approved	Advanced		6
2	HIS232	The Two World Wars	3	HIST	Major in History	HIS232.pdf	Approved	Advanced		6
3	SOC273	Understanding of Digital Media	3	SOCI2085	Second Major in Global Creative Industries	SOC273.doc	Approved	Advanced		6
4	BUS200	Introduction to Marketing	3	MKTG2501	Elective	BUS200 (1).pdf	Approved	Intro		6
5	CAC257	Canada 1867-1945	3	HIST	Major in History	cac257.pdf	Approved	Advanced		6

Total approved HKU Credits (Adjusted)*** : 30

*** Application results [credit transfer will be subject to successful completion of the approved course(s), please be reminded to submit the official transcript issued by the host institution to the Faculty Office as soon as possible in order to complete the procedures]

Contact Information

For enquiries, please contact arts@hku.hk.