



**THE UNIVERSITY OF HONG KONG**  
**SCHOOL OF COMPUTING AND DATA SCIENCE**  
**Division of AI and Data Science & Division of Computer Science**

**Guidelines on Application for Leave of Absence and Credit Transfer**  
**(For Student Exchange Programme)**

**Leave of Absence**

1. If you have yet to finalize your course selection/credit transfer plan, please submit your application for leave of absence first (for First/Second Semester only).

**Credit Transfer**

2. Outgoing exchange students should apply for leave of absence and credit transfer (if applicable) by submitting the application form to their home department on or before the designated deadline specified on the application form.
3. Credits taken at the host institution during your exchange studies can be transferred towards your degree at HKU. You should be able to graduate within the curriculum's normative period of study if you work out your study plan carefully. **Prior approval** for course mapping has to be sought by filling in the application form and submitting together with the admission letter and detailed course outlines to your home department on or before the designated deadline.
4. Application with incomplete information or insufficient supporting documents or submission after the exchange period will **NOT** be considered. Without prior approval from the Division concerned, credits cannot be transferred even if you have successfully completed the course(s) during the exchange study.
5. You are advised to go through the course list of the host institution and identify courses which are available at the host institution during your exchange study period before mapping them with HKU courses. It is advised that you should **NOT** select course(s) which you have already taken in HKU as credits cannot be transferred. You may also seek advice from your home department for more information on credit transfer.
6. To align with the Credit Accumulation and Transfer Policy approved by the Senate ([https://cdqa.hku.hk/doc/Credit\\_Accumulation\\_and\\_Transfer\\_Policy.pdf](https://cdqa.hku.hk/doc/Credit_Accumulation_and_Transfer_Policy.pdf)), the School of Computing and Data Science has developed a set of principles governing credit transfer applications as follows:
  - a) credit transfer is considered on the basis of course content equivalence and the total learning time involved in a particular course. In general, a standard 6-credit course will be within the range of no less than 120 hours and no more than 180 hours of learning activities. The Board of Studies is the authority for approving credit transfer. In making a decision, the Board of Studies 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 School in consultation with the relevant course teacher;
  - b) 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 be awarded a full course load of HKU credits, i.e. 30 HKU credits per semester;
  - c) the amount of credit transfer to be granted shall be determined by the Board of Studies, in accordance with the principles as follow:

<b>Period of Exchange Study</b>	<b>No. of credit will be granted</b>
Full year	60
One semester	30
Summer Semester	Not more than 12
Winter Break, if applicable	Not more than 6

- d) students are advised to take a full study load at their host institutions. Students are NOT advised to take underload or overload during their exchange.
- e) the grades obtained during exchange studies will not be counted towards the cumulative GPA but the total number of credits granted will be recorded in your transcript.
7. If you are going to participate in a one-year exchange, you are not required to perform course selection at HKU for the semesters concerned. If you participate in a one-semester exchange, please do course selection only for the semester that you are at HKU. Make sure you DO NOT enroll in any course(s) for the semester while you are on exchange otherwise you will receive “F” grade for the course(s) you forgot to drop.
8. You will be notified of the pre-approval result for course mapping by email. The approval of transfer of credits is conditional upon the successful completion of the course(s). Please keep check your HKU email account regularly for updates of the approval status.

#### **Amendment to Credit Transfer**

9. Any changes to the courses approved for credit transfer shall not normally be considered unless you cannot take such course eventually. You should submit your application for pre-approval again as early as possible. You will be notified of the pre-approval result of the course(s) mapping by email. Please keep check of your HKU email account regularly for updates of the approval status. No credit will be transferred for course(s) without prior approval.

#### **Confirmation of Credit Transfer**

10. Upon completion of your exchange studies, please make sure that the host institution sends the official transcripts directly to the Division Office and the International Affairs Office (for HKU Worldwide Exchange Programme) as soon as they are available.
11. A letter with regard to final confirmation of credit transfer will be issued to you upon receipt of your official transcript. Please note that only grades at **C- or above** will be accepted for transfer of credits for each course, i.e. D+ or below will not be accepted.



**Part III: Application for Credit Transfer**

**(A) List all the courses you wish to apply for credit transfer**

Course(s) studied at Host institution			Proposed HKU equivalent course(s) (if applicable)			<i>For office use only</i>	
Course Code	Course Title	Credits	Course Code	Course Title	Credits	<i>Equivalent</i>	<i>Signature</i>
						<i>Yes/ No</i>	
						<i>Yes/ No</i>	
						<i>Yes/ No</i>	
						<i>Yes/ No</i>	
						<i>Yes/ No</i>	
						<i>Yes/ No</i>	
						<i>Yes/ No</i>	
						<i>Yes/ No</i>	
						<i>Yes/ No</i>	
<b>Number of credits to be transferred to HKU BEng/BASc(FinTech) Degree</b>							

**(B) The following documents are attached in support of my application:** (Please  $\checkmark$  wherever appropriate)

- Offer of Admission Letter
- Course outlines listed in Part III (A)
- Other documents (Please specify: \_\_\_\_\_)

**Part IV: Declaration**

I accept that the information provided will be used in matters relating to my application for credit transfer and/or leave of absence. As part of this exercise, it may be necessary to disclose details to internal departments authorized to process the information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For office use only***

Approved / Disapproved\*.

Remarks: \_\_\_\_\_

Date: \_\_\_\_\_

Programme Director's Signature: \_\_\_\_\_

\* delete as appropriate