

**THE UNIVERSITY OF HONG KONG
SCHOOL OF BIOMEDICAL ENGINEERING**

**Application for Credit Transfer
and/or Leave of Absence
(For Student Exchange Programme)**

Important Notes to students:

1. This form should be completed by Engineering students who wish to apply for transfer of credit for their exchange studies and to be submitted to the Faculty Office with all supporting documents attached, by the designated deadline.
2. Application can only be submitted twice on or **BEFORE** the designated deadline above. Further submission will not be processed. Deadline to submit revised (if any) application of credit transfer is one (1) month grace period counting from date of commencement of the exchange programme.
3. Please type in all data correctly to ensure the provided information is accurate, clear and legible.
4. Late application will not be considered nor processed.

Part I: Personal Particulars

University No:

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 Name: _____
(Surname) (First Name)

HK Contact Tel. No.: _____ HKU Email: _____

Curriculum/Year: _____ Year of Admission: _____

Part II: Information on Student Exchange Programme/Leave of Absence

Host Institution: _____ Country: _____

Exchange Programme (Please ✓ wherever appropriate):

☐ Faculty Exchange Programme ☐ HKU Worldwide Exchange Programme

☐ Others: _____ (Please specify)

Period of Exchange Studies (Please ✓ wherever appropriate):

☐ 1st Semester ☐ 2nd Semester ☐ Summer Semester ☐ Whole Year

☐ Others: _____ (Please specify)

Period of Leave of Absence, if applicable:

From _____ to _____

Part III: Application for Credit Transfer

(A) List only up to eight (8) courses you wish to apply for credit transfer

(allowed only to apply for up to eight (8) courses in total, yet only up to five (5) courses could be mapped, i.e. maximum thirty (30) credit units.)

	Course(s) studied at Host institution			Proposed HKU equivalent course(s) (if applicable)			For office use only	
							Course Mapping Pre-approval (course offering Dept)	
	Course Code	Course Title	Credits	Course Code	Course Title	Credits	Equivalent	Signature
1							Yes/ No	
2							Yes/ No	
3							Yes/ No	
4							Yes/ No	
5							Yes/ No	
6							Yes/ No	
7							Yes/ No	
8							Yes/ No	
Number of credits to be transferred to HKU BEng(BME) Degree								

(B) The following documents are attached in support of my application: (Please ✓ 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: _____