



Application for Credit Transfer / Deviation from Curriculum - Undergraduate Minor Program (3-Year Degree)

General Notes

1. Students are required to follow all course and credit requirements prescribed in the minor program. Under exceptional circumstances, deviations may be allowed and specific course requirements may be waived or substituted by other courses taken at HKUST (“deviation from curriculum”) or elsewhere (“credit transfer”) with the approval of the minor department and/or school.
2. The minimum number of HKUST credits required for graduation from a minor may be specified. Students should refer to the curriculum document for further details.

Deviation from Curriculum

3. Students may be granted an exemption from course requirements or other requirements of a program without the transfer of credits on the basis of studies completed elsewhere other than HKUST at an appropriate level.
4. Deviations from University requirements of minor programs must be approved by the relevant Dean, the Dean’s designate or the Director of IPO.

Credit Transfer

5. Transfer of credits may be granted to students in recognition of studies completed elsewhere other than HKUST at an appropriate level as recognized by the University.
6. Transfer of credit can be of two types: course-credit transfer, where a transferred course is equivalent to a specific course in the HKUST course catalog, or credit-only transfer, where only credits are transferred. When only credits are transferred, **the subject area and level of the credits granted should be stated clearly** on the application form.
7. When transfer credits have been given for a HKUST course based on equivalent courses taken elsewhere before, the student **will not be permitted to subsequently enroll in the HKUST course**. Therefore, the approving authority is required, where applicable, to indicate the specific HKUST course(s) for which transfer credits have been given.

8. The number of transfer credits granted will be the same as the number of credits earned by the student at the other institution (adjustments may be made for institutions with a different credit system by scaling the credits in proportion to the average number of credit required in a year of study for the baccalaureate degree).
9. Transfer credits granted based on study elsewhere will not be included in the calculation of grade averages.
10. Transfer credits granted will be formally recorded on the transcripts.

Application

11. The application for **deviation from curriculum** should be made via the department concerned to ARRO **during the course registration period**. For course substitution, in particular, should be submitted at the term where the course is enrolled.
12. **Credit transfer** applications must be submitted via minor department to ARRO **no later than one month** after student’s enrollment in the minor program, or return to study (from exchange) at HKUST. **Late applications will not be considered.**
13. The **appropriate** curriculum should be selected before filling in the details. Students are required to follow the curriculum selected in fulfilling their graduation requirements.
14. The completed form, official transcripts (only for courses taken elsewhere), together with other supporting documentation required by the department, are to be forwarded to ARRO.
15. Students will be notified by ARRO of the result of application in writing together with a copy of the revised curriculum.

Application for Credit Transfer / Deviation from Curriculum
(For 3Y Undergraduate Studies)

UG-Minor
Form GR-14

R461 - Minor(ACTM) (as of Aug 2014)

Please tick the appropriate box below :

☐

Course Substitution

☐

Credit Transfer

Student Name : _____

Student ID :

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Major Program : _____

I. Program Requirements

Requirements Stipulated for the Minor Program	Credit	UST Courses (as stipulated under the left-most column) will be Satisfied by the Following Courses							Approval from Course Instructor (as appropriate)
		UST Course(s)						Remarks	
		Course Code	Credits to be transferred (see **)	Name of Institution	Course Code	Credits Earned	Grade Obtained	Please state the reasons for COURSE SUBSTITUTION which may be submitted to the EVPPPO for review. Reason in particular to why the original course cannot be taken and the suitability of the recommended replacement should be given.	
Required Courses [3 courses] ⁽¹⁾									
MATH 2411 ⁽²⁾	4								
MATH 2421 ⁽³⁾	4								
MATH 2511	3								
MATH 3423	3								
Electives [3 courses]									
MATH 4426, MATH 4427, MATH 4511, MATH 4512, MATH 4513/RMBI 4220, MATH 4825	-								
Minimum Credit requirement	18	Total							

Notes :

** Please note that in case of credit short-fall as a result of course substitutions (e.g. using a 2-credit course to replace a 3-credit course) and if additional requirements are not specified (under Section II), it is taken that students may make up the deficiencies with other approved credits in order to fulfil the minimum credit requirement for the Minor Program.

(1) Students should take 3 courses out of MATH 2411, MATH 2421, MATH 2511 and MATH 3423.

(2) Students may request to replace this course by IELM 2510, ISOM 2500, or LIFS 3150.

(3) Students may request to replace this course by ELEC 2600, ISOM 3540.

(4) For credit transfer, students can transfer a maximum total of 6 credits to the Minor Program.

(5) No more than 9 credits taken to fulfill other requirements may be reused to count towards this minor program.
Courses used to fulfill the requirements of Minor Program in Mathematics cannot be reused to count towards this Minor program.

(6) To graduate with a minor in Actuarial Mathematics, the students must have enrolled in the Minor Program and complete all of its requirements, as well as all the requirements of their major program of study; and have attained an average grade point of at least 1.5 in courses taken within the minor program.

II. Additional Program Requirements Prescribed by Minor Department

(Please enter below any other courses that the student is required to take in addition to the program requirements given under Section I)

UST Course Code	Course Credits	Remarks

No. of Additional Credits Required :

III. Approval

Departmental and/or School Approval

(i) Minor **Department** Approval

Remarks (if any) :

Signature of Head/Program Coordinator

Name (in block letters)

Date

(ii) **School** Approval is required for

(a) Transfer credits granted **in excess** of credits earned is approved ☐ not approved ☐

(b) **Course Substitution** is approved ☐ not approved ☐

Remarks (if any) :

Signature of School Dean

Name (in block letters)

Date

IV. Summary (To be completed by ARRO)

Minimum Credits Required by Minor Program : [i.e. No. of Minimum Total Credits for the Program + Additional Credits Required in Section II]

Total Transfer Credits Granted towards Minor Program : [Note : for credits earned elsewhere, maximum transfer credits granted : ≤ 6 for Minor Program]

For ARR Use Only

Form Received by _____ on _____

System Updated by _____ on _____

Form Checked by _____ on _____

Student & Dept Notified by _____ on _____