



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

### General Notes

1. Students are required to follow all course and credit requirements prescribed in their 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 major department and/or school.
2. A student is required to complete a minimum of one year of full-time study at HKUST; and obtain a minimum of 35 HKUST credits for graduation.

### 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 under AR 4.1 (i) and (ii) must be approved by the Provost, or the Provost’s designate. Deviations from School requirements under AR 4.1 (iii) or requirements of major or minor programs must be approved by the relevant Dean, the Dean’s designate or the Director of IPO.
5. Please note that when the course approved to be waived carries credits, students should make sure that they will take, or have taken, additional course(s) and/or course(s) of higher-than-required credit value to meet the minimum total number of credits as required by their program of study; or with approval of the school, **the university minimum total of 90 credits**.
6. Students who **change their majors** need to submit the application only when deviation from the curriculum is needed or there is a change in the curriculum year. It is assumed that all credits taken or transferred will be used to fulfill the major program requirements unless otherwise stated.

### Credit Transfer

7. 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.
8. 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.
9. 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.
10. 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).
11. Transfer credits granted based on study elsewhere will not be included in the calculation of grade averages.
12. If former students who have withdrawn from the University are re-admitted, course grades and credits (i) taken within five years prior to re-admission and (ii) not used to earn any academic qualification at the University or elsewhere may be used to fulfill requirements for their program.
13. Transfer credits granted will be formally recorded on the transcripts.

### Application

14. 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.
15. **Credit transfer** applications must be submitted via major department to ARRO **no later than one month** after the commencement of the student’s first term of study following admission to, or return to study (from exchange) at, HKUST. **Late applications will not be considered**.
16. The **appropriate** curriculum should be selected before filling in the details. Students are required to follow the curriculum selected in fulfilling their graduation requirements.
17. 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.
18. Students will be notified by ARRO of the result of application in writing together with a copy of the revised curriculum.
19. Students with **second major** or **minor** program are required to **submit separate application** via the program department concerned to ARRO **no later than one month** after student’s enrollment in these program(s), or return to study from exchange at HKUST. **Late applications will not be considered**.

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

UG
Form GR-14

**E462-BSc (MAEC) (2011-12 Curriculum)** (as of Aug 2013)

Student Name \_\_\_\_\_

Student ID 

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Please tick the appropriate box below :

☐ Course Substitution / Exemption
 ☐ Credit Transfer / Exchange-out
 ☐ Program Transfer
 ☐ Re-admission
 ☐ Others \_\_\_\_\_

***I. Program Specific Requirements***

UST Course	Credit	UST Courses (as stipulated under the left-most column) will be Waived / Satisfied by the Following Courses						Approval
		UST Course(s)		Non-UST Course(s)			Remarks	
		Course Code (or '✓' for courses same as stipulated on the left)	Credits to be transferred (see **)	Name of Institution	Course Code	Credits Earned	Grade Obtained	
MATH 2021	4							
MATH 2031	4							
MATH 2121	4							
MATH 2411	4							
MATH 3033	4							
ECON 1503 <sup>(1)</sup>	3							
ECON 3113	4							
ECON 3123	3							
ECON 3133	4							
ECON 3143	4							
ECON 3334	4							
ECON 4670 <sup>(2)</sup>	0							
COMP 1022P	3							
Sub-total								

UST Course	Credit	UST Courses (as stipulated under the left-most column) will be Waived / Satisfied by the Following Courses							Approval
		UST Course(s)		Non-UST Course(s)				Remarks	
		Course Code (or '✓' for courses same as stipulated on the left)	Credits to be transferred (see **)	Name of Institution	Course Code	Credits Earned	Grade Obtained	Please state the reasons for COURSE SUBSTITUTION / WAIVING which may be submitted to the Provost Office for review. Reasons in particular to why the original course cannot be taken and the suitability of the recommended replacement should be given.	
MATH Elective	Min. 9								
[3 courses] <sup>(3), (5)</sup>									
ECON Elective	Min. 9								
[3 courses] <sup>(4)</sup>									
FREE Elective	Min. 12								
[4 courses] <sup>(5)</sup>									
Extra FREE Elective <sup>(5), (6)</sup>									
Sub-total									

\*\* Please note that in case of credit short-fall as a result of course substitutions (e.g. using a 3-credit course to replace a 4-credit course) and if additional requirements are not specified, it is taken that students may make up the deficiencies with free elective credits.

- (1) The students who have not taken HKAL Economics or have scored below Grade C in HKAL Economics should take ECON 1503. All other students take a free elective.
- (2) The zero-credit ECON 4670 research requirement is fulfilled by writing a term paper in one of the Economics electives.
- (3) The three mathematics electives must be of 3000-level or above, out of which at least one course must be of 4000-level or above. Some recommended mathematics electives are MATH 3425, MATH 3426, MATH 4321 and MATH 4512.
- (4) The three economics electives are chosen at the 4000-level or above. Some recommended economics electives are ECON 4284, ECON 4304, ECON 4334 and ECON 4354.
- (5) Unless otherwise approved by the Department, mathematics courses coded from 1000 to 1600 cannot be used to fulfill any MATH or FREE elective requirements.
- (6) For graduation, students are required to complete both the general requirements and requirements specified for the program, and to earn a minimum of 90 credits.

**General Requirements (2011-12 Curriculum)** (as of Aug 2013)  
**(For MAEC students)**

**II. General Requirements**

UST Course	Credit	UST Courses (as stipulated under the left-most column) will be Waived / Satisfied by the Following Courses							Approval	
		UST Course(s)		Non-UST Course(s)				Remarks		
		Course Code (of ✓ for courses same as stipulated on the left)	Credits to be transferred (see **)	Name of Institution	Course Code	Credits Earned	Grade Obtained	Please state the reasons for COURSE SUBSTITUTION / WAIVING which may be submitted to the Provost Office for review. Reasons in particular to why the original course cannot be taken and the suitability of the recommended replacement should be given.	Course Instructor (as appropriate)	Provost Office <sup>@</sup>
Required Courses in English Communication										
LABU 2051	2									
LABU 2052	2									
LANG 3069	3									
Common Core Requirements										
Common Core (S&T) *	Min.									
	3									
Common Core (SA) - Special course list	3									
Common Core (A&H) - Special course list	3									
Common Core (SA / A&H)	9									
Required Course in Physical Education										
HLTH 1010	0									
Sub-total										

@ For Required Courses in English Communication and Common Core Courses, approval will be made by the Provost Office upon department's recommendation.

**Common Core :** Courses that are designated as Common Core Courses are listed at <http://uce.ust.hk/>.

\* Science students completing a BSc major offered by the School of Engineering as a second major are allowed to substitute 3 credits of S&T common core courses with 3 credits of free electives.

### III. Additional Program Requirements for Students Entering the Preparatory Year in 2010-11<sup>(7)</sup>

UST Course	Credit	UST Courses (as stipulated under the left-most column) will be Waived / Satisfied by the Following Courses							Approval	
		UST Course(s)		Non-UST Course(s)				Remarks		
		Course Code (or '✓' for courses same as stipulated on the left)	Credits to be transferred (see **)	Name of Institution	Course Code	Credits Earned	Grade Obtained	Please state the reasons for COURSE SUBSTITUTION / WAIVING which may be submitted to the provost Office for review. Reasons in particular to why the original course cannot be taken and the suitability of the recommended replacement should be given.	Course Instructor (as appropriate)	
LANG1007 / 1120 <sup>(8)</sup>	3									
LANG1008 / 1121 <sup>(8)</sup>	3									
MATH 1023	3									
MATH 1024	3									
PHYS 1411	3									
PHYS 1431 <sup>(9)</sup>	0/1									
CHEM1001 / 1008	3									
LIFS 1010 / 1020 / 1030 / 1050 / 2030	3									
PHYS1002/MATH Elective	3									
No. of credits :		24/25	Sub-total							

Note (7) Students are required to earn a minimum of 120 credits for graduation.

Note (8) Only for students who are exempted from LANG 1007 and LANG 1008 by the Language Center. Students will replace LANG 1007 - LANG 1008 and LANG 1120 - LANG 1121 by two free electives if an exemption from these courses is granted by the Language Center.

Note (9) A required course for PHYS students but optional for other Science students. Must be taken concurrently with PHYS 1411.

### IV. Additional Program Requirements for EAS Students Entering in 2011-12<sup>(10)</sup>

UST Course	Credit	UST Courses (as stipulated under the left-most column) will be Waived / Satisfied by the Following Courses							Approval	
		UST Course(s)		Non-UST Course(s)				Remarks		
		Course Code (or '✓' for courses same as stipulated on the left)	Credits to be transferred (see **)	Name of Institution	Course Code	Credits Earned	Grade Obtained	Please state the reasons for COURSE SUBSTITUTION / WAIVING which may be submitted to the provost Office for review. Reasons in particular to why the original course cannot be taken and the suitability of the recommended replacement should be given.	Course Instructor (as appropriate)	Provost Office <sup>@</sup>
LANG 1006/1112/1120/ 1121/1122/1123/1210/ 1220/1310/1320/1330/ 1410/1420/2120 <sup>(11)</sup>	6									
MATH 1018/1020	3/4									
Common Core or GNED Elective <sup>(12)</sup>	6									
School Elective <sup>(13)</sup>	5									
No. of credits :		20/21	Sub-total							

Note (10) Students are required to earn a minimum of 120 credits for graduation.

Note (11) Credits earned from 'EAE' coded JUPEAS courses can be used to fulfill these language requirements.

Note (12) A total of 6 credits of coursework from GNED courses or common core courses, provided that these courses are not requirements in the degree programs, and are not used to count towards the Common Core requirements.

Note (13) Courses at 3000-level or above offered by students' major department.

V. <i>Approval</i>	
<p><b>(i) Departmental Approval</b></p> <p>Student's application for credit transfer / deviation from curriculum is approved.</p> <p>Remarks (if any) : _____</p> <p>_____</p>  <p>_____ Signature of Head/UG Coordinator</p>  <p>_____ Name (in block letters)</p>  <p>_____ Date</p>	<p><b>(ii) School Approval</b></p> <p>(a) Transfer credits granted <b>in excess</b> of credits earned is approved <input type="checkbox"/> not approved <input type="checkbox"/></p> <p>(b) <b>Course Substitution</b> is approved <input type="checkbox"/> not approved <input type="checkbox"/></p> <p>(c) <b>Course Waiving</b> is approved <input type="checkbox"/> not approved <input type="checkbox"/></p> <p>Remarks (if any) : _____</p> <p>_____</p>  <p>_____ Signature of Dean</p>  <p>_____ Name (in block letters)</p>  <p>_____ Date</p>

VI. <i>Summary (To be completed by ARRO)</i>																					
<b>Minimum Credits Required for the Program</b>	:	<input type="text"/>	[i.e. No. of Minimum Total Credits for the Degree + Additional Credits Required in Section III or Section IV]																		
<b>Total Transfer Credits</b>	:	<input type="text"/>	[Note : for credits earned elsewhere, maximum transfer credits granted : ≤ 55 credits if program requirement is 90 credits]																		
<b><i>For Newly Admitted and Re-admitted Students Only</i></b> :																					
<b>No. of Top-up Credits to Complete</b>	:	<input type="text"/>																			
<b>Year of Study Admitted to</b>	:	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-size: small;">No. of top-up credits to complete</th> <th style="text-align: left; font-size: small;">No. of remaining terms</th> <th style="text-align: left; font-size: small;">Corresponding year standing</th> </tr> </thead> <tbody> <tr> <td>35 - 36</td> <td>2</td> <td>3</td> </tr> <tr> <td>37 - 54</td> <td>3</td> <td>2</td> </tr> <tr> <td>55 - 72</td> <td>4</td> <td>2</td> </tr> <tr> <td>73 - 90</td> <td>5</td> <td>1</td> </tr> <tr> <td>91 - 105</td> <td>6</td> <td>1</td> </tr> </tbody> </table>	No. of top-up credits to complete	No. of remaining terms	Corresponding year standing	35 - 36	2	3	37 - 54	3	2	55 - 72	4	2	73 - 90	5	1	91 - 105	6	1
No. of top-up credits to complete	No. of remaining terms	Corresponding year standing																			
35 - 36	2	3																			
37 - 54	3	2																			
55 - 72	4	2																			
73 - 90	5	1																			
91 - 105	6	1																			
<b>Corresponding Year Standing</b>	:	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3																			
<input type="text"/> Year standing of student should be < > if according to the top-up credits to be completed. However, as student was admitted to Year < >, ARRO will not adjust his / her year of study at this stage.																					
<b>Expected Term of Graduation</b>	:	<input type="text"/> Fall 11-12 <input type="text"/> Spring 11-12 <input type="text"/> Fall 12-13 <input type="text"/> Spring 12-13 <input type="text"/> Fall 13-14 <input type="text"/> Spring 13-14																			
<b>Weight Assigned to Courses Taken in Each Term for the Calculation of GGA :</b> (Transfer HKUST credits will be assigned 1.0 weight) <input type="text"/> Fall 11-12 <input type="text"/> Spring 11-12 <input type="text"/> Other Terms																					

For ARRO Use Only
Form Received by _____ on _____
Form Checked by _____ on _____
System Updated by _____ on _____
Student, Dept Notified by _____ on _____
Student folder checked _____
Student has studied _____ years at _____ prior to admission to UST.