



**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
Form GR-14

<b>E461-BSc (MAIE) (2011-12 Curriculum)</b> (as of Aug 2014)
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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	Please state the reasons for COURSE SUBSTITUTION / WAIVING which may be submitted to the EVPPPO for review. Reasons in particular to why the original course cannot be taken and the suitability of the recommended replacement should be given.	
MATH 1702 <sup>(1)</sup>	0								
MATH 2021	4								
MATH 2031	4								
MATH 2121	4								
MATH 2352	4								
MATH 2411	4								
MATH 2421	4								
MATH 3033	4								
MATH 3121	3								
MATH 4023	3								
SCED 3130	3								
SCED 3140	3								
SCED 4110	3								
SCED 4140	3								
SCED 4150	3								
SCED 4570	3								
SCED 4580	3								
SCED 4590	3								
SCED 4600	3								
SCED 4610	3								
SCED 4620	3								
SCED 4630	2								
SCED 4640	6								
COMP 1004	4								
COMP 2012	4								
COMP 1022P <sup>(6)</sup>	3								
Sub-total									

**I. Program Specific Requirements (Cont'd)**

UST Courses (as stipulated under the left-most column) will be Waived / Satisfied by the Following Courses									
UST Course	Credit	UST Course(s)		Non-UST Course(s)				Remarks	Approval
		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 EVPPO 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)
MATH Elective	Min.  12								
[4 courses] <sup>(2), (5)</sup>									
COMP Elective	Min.  6								
[2 courses] <sup>(3)</sup>									
FREE Elective	Min.  6								
[2 courses] <sup>(4), (5)</sup>									
Extra FREE Elective <sup>(4), (5), (7)</sup>									
Sub-total									

**Notes :**

\*\* 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) This course will be offered once every two years. Students will take this course either during first year Winter or second year Winter, depending on the year when the course will be offered.

(2) MATH electives must be chosen from the following courses: MATH 2343, MATH 2721, MATH 2731 and MATH courses at 3000-level or above.

(3) COMP electives must be of 3000-level or above.

(4) ISOM 2500 cannot be used to satisfy any FREE elective requirement.

(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 Sequence A students only.

(7) 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 2014)

(For Science students **except** MAEC)

**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 (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 EVPPO 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)	CLE / UCE®
Required Courses in English Communication										
LANG 1001	3									
LANG 2010	3									
Common Core Requirements										
Common Core (S&T) *	Min. 3									
Common Core (SA) - Special course list	Min. 3									
Common Core (A&H) * - Special course list	Min. 3									
Common Core (SA / A&H) *	Min. 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 Center for Language Education/Undergraduate Core Education as appropriate 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.

**V. Approval****(i) Departmental Approval**

Student's application for credit transfer / deviation from curriculum  
is approved.

Remarks (if any) : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Head/UG Coordinator

\_\_\_\_\_  
Name (in block letters)

\_\_\_\_\_  
Date

**(ii) School Approval**

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

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

(c) **Course Waiving** is approved ☐ not approved ☐

Remarks (if any) : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Name (in block letters)

\_\_\_\_\_  
Date

**VI. Summary (To be completed by ARRO)**

**Minimum Credits Required for the Program** :  [i.e. No. of Minimum Total Credits for the Degree + Additional Credits Required in Section III or Section IV]

**Total Transfer Credits** :  [Note : for credits earned elsewhere, maximum transfer credits granted : ≤ 55 credits if program requirement is 90 credits]

**For Newly Admitted and Re-admitted Students Only** :

No. of Top-up Credits to Complete	:	<input type="text"/>	No. of top-up credits to complete	No. of remaining terms	Corresponding year standing
<b>Year of Study Admitted to</b>	:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		1	2	3	
<b>Corresponding Year Standing</b>	:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		1	2	3	

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.

**Expected Term of Graduation** :        
[ Note : must be ≥ 1 year of study for transfer-in students]      **Fall 11-12**      **Spring 11-12**      **Fall 12-13**      **Spring 12-13**      **Fall 13-14**      **Spring 13-14**

**Weight Assigned to Courses Taken in Each Term for the Calculation of GGA** :

(Transfer HKUST credits will be assigned 1.0 weight)

**Fall 11-12**      **Spring 11-12**      **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.