HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY
Academic Records and Registration Office
Application for Credit Transfer / Deviation from Curriculum
(for Undergraduate Students)

UG
Form GR-14

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. 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. In the event that waiving a course will result in the student graduating with less than the university minimum requirement of 90 credits and the student will not take extra course(s) to meet the 90 credit requirement, the application has to be approved by the Senate Committee on Undergraduate Studies.

3. Please select the **appropriate** curriculum (curriculum of 2008-09, 2009-10, 2010-11 or 2011-2012) before filling in the details. Students are required to follow the curriculum selected in fulfilling their graduation requirements.

4. 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.

5. Before credit transfer / deviation from curriculum is granted, please ensure that the students have sufficient foundation knowledge to pursue higher level courses in the program especially when the courses waived are prerequisites of higher level courses.

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6. **Application Period**

   Applications must be submitted to the major department by the following deadline. **Late applications will not be considered.**

   - **Credit Transfer :**
     no later than one month after the commencement of the student's first semester of study following admission to, or return to study (from exchange) at, HKUST.

   - **Deviation from Curriculum :**
     during the **Course Registration** period

7. 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.

8. Students will be notified by ARRO of the result of application in writing together with a copy of the revised curriculum.

Notes for Credit Transfer

Level and Amount of Transfer Credits to be Granted

1. 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. Transfer credits from programs of other institutions attended prior to admission to HKUST will only be granted if the prior study was properly disclosed in student's application for admission.

2. 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). **Exceptions** to this may be made in accordance with guidelines adopted by the School Board of the relevant **School**.

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3. Courses accepted for transfer credits must normally be at a level **more advanced** than studies for the advanced level (A-level) examinations from a **recognized institution.** Credits may be granted for courses at a level equivalent to A-level studies only if there are equivalent courses at HKUST below the 2000-level that can be taken to satisfy program requirements.

Transfer of Course Grades and Credits

1. For courses taken **elsewhere** : only credits and **not** grades will be transferred to HKUST and transfer credits will **not** be included in the calculation of grade averages.

2. For courses taken at **HKUST** (from degree or non-degree programs) : both course grades and credits earned previously will be transferred to the new program of study and will be used in the calculation of grade averages. This **automatic transfer** is restricted to courses which have been completed within **five years** prior to the students' admission / re-admission to the University; and that these credits have not been used to earn any academic qualifications either at this University or elsewhere.

Credit Transfer to Dual / Minor Program(s)

Students are required to complete **separate** application forms that are obtainable from the second major / minor program department / ARRO.

Applications must be submitted to the second / minor program department (or student's major department for the minor programs in Technology Management / Information Technology) **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.** Students may seek advice from the second major / minor program department should they require further details.

Application for Credit Transfer / Deviation from Curriculum

(for 3Y Undergraduate Studies)

E461-BSc (MAIE) (2010-11 Curriculum) (as of Aug 2014)

Student Name _____

Student ID ☐☐☐☐☐☐☐☐

Please tick the appropriate box below :

☐ **Course Substitution / Exemption**   ☐ **Credit Transfer / Exchange-out**   ☐ **Program Transfer**   ☐ **Re-admission**   ☐ **Others** _____

I. Program Specific Requirements

		UST Courses (as stipulated under the left-most column) will be Waived / Satisfied by the Following Courses							
		UST Course(s)		Non-UST Course(s)				Remarks	Approval
UST Course	**Credit**	**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 1702 [(1)]	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 2012	4								
COMP 1002 COMP 1003 (For Sequence A)	3 2								
COMP 1004 (For Sequence B)	4								

Sub-total _____

I. Program Specific Requirements (Cont'd)

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] (2), (5)									
COMP Elective	Min. 6								
[2 courses] (3)									
FREE Elective	Min. 6								
[2 courses] (4), (5)									
Extra FREE Elective (4), (5), (6)									
	Sub-total								

<u>Notes</u> :

** 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 taken in 2011-12 and after, or at
300-level or above taken prior to 2011-12. Students in the COMP 1002 and COMP 1003 series are recommended to take MATH 2343 in the first term of their first year of study and
those in the COMP 1004 series in the fall term of their fourth year study.

(3) COMP electives must be of 3000-level or above (for courses taken in 2011-12 and after), or of 200-level or above (for courses taken prior to 2011-12).

(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 taken in 2011-12 and after, or 000-level mathematics courses taken prior to 2011-12
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.

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

General Requirements (2010-11 Curriculum) (as of Aug 2014)

Student Name _____

(For Science students except MAEC)

Student ID ☐☐☐☐☐☐☐☐

I. General Requirements

UST Course	Credit	UST Course(s) Course Code (or '✔' for courses same as stipulated on the left)	Credits to be transferred (see **)	Non-UST Course(s) Name of Institution	Course Code	Credits Earned	Grade Obtained	Remarks — 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.	Approval — Course Instructor (as appropriate)	Provost Office @
UST Courses (as stipulated under the left-most column) will be Waived / Satisfied by the Following Courses										
Required Courses in English Communication #										
LANG 102 / 1028	2									
LANG 2026 / 2028	1									
LANG 2027 / 2029	1									
LANG 3028	1									
Common Core Requirements										
Common Core (S&T) *	Min. 3									
Common Core (SA) - Special Courselist	3									
Common Core (A&H) - Special Courselist	3									
Common Core (SA / A&H)	9									
Required Course in Physical Education										
HLTH 1010	0									

Notes :

@ 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.

Students with Grade B or above at AS Use of English or equivalent qualifications are required to take LANG 102. Students not taking AS Use of English should attend an assessment arranged by
  Language Center for course matching. Students who took LANG 102 should take LANG 2026 and LANG 2027 in their second year of study.

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   :   ☐

Year of Study Admitted to   :   ☐ **1**   ☐ **2**   ☐ **3**

Corresponding Year Standing   :   ☐ **1**   ☐ **2**   ☐ **3**

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

☐ 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.