



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 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 will normally not be included in the calculation of grade averages except for courses taken at HKUST (from degree or non-degree programs).
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**.
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 semester 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 Undergraduate Students)

E460-ST BSc (MATH) - ST (2010-11 Curriculum) (as of Aug 2012)

Student Name _____

 Student ID

Please tick the appropriate box below :

☐ Course Substitution / Exemption

☐ Credit Transfer / Exchange-out

☐ Program / Option Transfer

☐ Re-admission

☐ Others _____

I. Program Specific Requirements

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 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 2021	4								
MATH 2031	4								
MATH 2121	4								
MATH 2421	4								
MATH 3033	4								
MATH 3121 ⁽¹⁾	3								
MATH 3423	3								
MATH 3424	3								
MATH 3425	3								
MATH 4422	3								
MATH 4424	3								
COMP 1002	3								
Sub-total									

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I. Program Specific Requirements (Cont'd)

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. 12								
[4 courses] ^{(2), (5)}									
SB&M Elective	Min. 6								
[2 courses] ⁽³⁾									
FREE Elective	Min. 6								
[2 courses] ^{(4), (5)}									
Extra FREE Elective ^{(4), (5), (6)}									
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) The course can be replaced by MATH 4023, MATH 4051 or MATH 4223 provided that enrolment quota of these courses is available.
- (2) MATH 2411, MATH 3426, MATH 4423 and MATH 4425 can be replaced by MATH 4052, MATH 4321, MATH 4511, MATH 4512, MATH 4824, ISOM 4520, ISOM 4550, ISOM 4590 provided that enrolment quota of these courses is available.
- (3) ECON 2103/2113/2913 and ECON 2123 are recommended electives. Students entering with AL Economics take ECON 2113; however, those with grade B or above in HKAL Economics will take ECON 2913. All other students without AL Economics background, including those entering with AL Business and Economics, take ECON 2103. These recommended ECON electives may be replaced by SB&M courses that are listed as common core courses in the year the student was first admitted. However, the credits earned from these SB&M courses cannot be used to also count toward the common core requirement.
- (4) Free electives must include MATH 2352. 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, 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 Undergraduate Students)

UG
Form GR-14

General Requirements (2010-11 Curriculum) (as of Aug 2012)

(For Science students **except** MAEC)

Student Name _____

Student ID

I. General Requirements

UST Course	Credit	<i>UST Courses (as stipulated under the left-most column) will be Waived / Satisfied by the Following Courses</i>							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 @
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/course_information/index.html.

* 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.

III. Additional Program Requirements for Students Entering the Preparatory Year in 2009-10 ⁽⁷⁾

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 ⁽⁸⁾	3									
LANG1008 / 1121 ⁽⁸⁾	3									
MATH 1023	3									
MATH 1024	3									
PHYS 1411	3									
PHYS 1431 ⁽⁹⁾	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 2010-11 ⁽¹⁰⁾

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
LANG 1006/1112/1120/ ⁽¹¹⁾	6									
1121/1122/1123/1210/ 1220/1310/1320/1330/ 1410/1420/2120										
MATH 1018 / 1020	3									
Common Core or GNED Elective ⁽¹²⁾	6									
School Elective ⁽¹³⁾	5									
No. of credits :		20	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 offered by students' major departments at 3000-level or above taken in 2011-12 and after, or at 200-level or above taken prior to 2011-12.

V. <i>Approval</i>	
<p>(i) <i>Departmental Approval</i></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>(ii) <i>School Approval</i></p> <p>(a) Transfer credits granted in excess of credits earned is approved <input type="checkbox"/> not approved <input type="checkbox"/></p> <p>(b) Course Substitution is approved <input type="checkbox"/> not approved <input type="checkbox"/></p> <p>(c) Course Waiving 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>						
Minimum Credits Required for the Program	:	<input style="width: 40px;" type="text"/>	[i.e. No. of Minimum Total Credits for the Degree + Additional Credits Required in Section III or Section IV]			
Total Transfer Credits	:	<input style="width: 40px;" type="text"/>	[Note : for credits earned elsewhere, maximum transfer credits granted : ≤ 55 credits if program requirement is 90 credits]			
<u>For Newly Admitted and Re-admitted Students Only</u>						
No. of Top-up Credits to Complete	:	<input style="width: 40px;" type="text"/>				
Year of Study Admitted to	:	<input style="width: 30px;" type="text"/> 1	<input style="width: 30px;" type="text"/> 2	<input style="width: 30px;" type="text"/> 3	<u>No. of top-up credits to complete</u> 35 - 36 37 - 54 55 - 72 73 - 90 91 - 105	<u>No. of remaining terms</u> 2 3 4 5 6
Corresponding Year Standing	:	<input style="width: 30px;" type="text"/> 1	<input style="width: 30px;" type="text"/> 2	<input style="width: 30px;" type="text"/> 3	<u>Corresponding year standing</u> 3 2 2 1 1	
<input style="width: 30px;" 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.						
Expected Term of Graduation	:	<input style="width: 30px;" type="text"/> Fall 10-11	<input style="width: 30px;" type="text"/> Spring 10-11	<input style="width: 30px;" type="text"/> Fall 11-12	<input style="width: 30px;" type="text"/> Spring 11-12	<input style="width: 30px;" type="text"/> Fall 12-13
[Note : must be ≥ 1 year of study for transfer-in students]						
Weight Assigned to Courses Taken in Each Term for the Calculation of GGA	:	<input style="width: 30px;" type="text"/> Fall 10-11	<input style="width: 30px;" type="text"/> Spring 10-11	<input style="width: 30px;" type="text"/> Other Terms		
(Transfer HKUST credits will be assigned 1.0 weight)						

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.