Exchange Pre-departure Briefing Session:

Academic Preparation

Ms. Rachel Hong
Acting Head
Academic Advising Office
What are your plans for achieving academic success abroad?
Purpose of Exchange

• Diversify your studies through courses unavailable at HKU.
• Learn another language, or improve one you already know.
• Immerse yourself in new learning environment and broaden your academic experiences.
• Explore options abroad for postgraduate study.
• Be mindful of the need to complete course requirements for HKU.
Preparation for Exchange

- Conduct research about your host university.
- Meet with students who have studied there before and faculty from the country.
- Find out specifically about the institutional and classroom culture.
How will you adjust to a new learning environment?
### NEW CURRICULUM TIMETABLE

<table>
<thead>
<tr>
<th>Subject</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>8 AM</td>
</tr>
<tr>
<td>English</td>
<td>9 AM</td>
</tr>
<tr>
<td>Science</td>
<td>10 AM</td>
</tr>
<tr>
<td>History</td>
<td>11 AM</td>
</tr>
</tbody>
</table>

New Learning Environment

• Be open-minded.
• Expect cultural shock inside classroom.
• Take time to observe - how others greet professor, what do students wear to class, how do classmates participate in class, and so on- or ask when in doubt.
• Keep a journal of your new learning experiences.
• Join a university club or volunteer in the surrounding campus community to feel more connected to your new learning environment.
How will you earn transfer credit?
Credit Transfer

Course Selection - Prior to Departure

• Check the website of your host institution for the courses offering and course syllabi, and when online registration is open.

• Complete online course enrolment if possible
Course Selection- Prior to Departure

Some HKU Faculties have credit transfer database listing out past credit transfer records for reference:

FBE:
http://www.fbe.hku.hk/exchange-ctdb/

Science:
http://webapp.science.hku.hk/student/servlet/course_equiv

Social Sciences:
Credit Transfer

Course Selection- Prior to Departure

• Consult your programme director/faculty course selection adviser about your academic plans and intended courses to take. **Reminder: Plan for alternative courses!**

• Complete the credit transfer form for your Faculty by the deadline. Retrospective application of credit transfer will not be considered.
Credit Transfer

Part III: Course information of host institution

(B) Indicate your proposed study plan at the host institution and the credits/units of each course at the host institution by filling in columns (a) – (f). As you may not be approved by your host institution to take all the courses, you are advised to also indicate your reserve courses. You are advised to discuss with the Head of Department or his/her representative to consider what courses should be taken at the host institution before completing this Part. (Note: Students of 4-year curriculum cannot transfer course which is equivalent to 3-year curriculum course at HKU.)

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Credit/ unit</th>
<th>Equivalent # course of HKU</th>
<th>Departmental Approval</th>
<th>Fulfillment of Curriculum Requirement at HKU (Programme/Major/Minor/ Common Core/Electives)</th>
<th>Curriculum Component of Programme/Major/Minor in (i) Disciplinary Core/ Disciplinary Elective/ Capstone</th>
<th>Departmental Confirmation</th>
<th>Signed by Head of the Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH1047</td>
<td>8</td>
<td>MATH111</td>
<td>Yes / No*</td>
<td>Mathematics (Major)</td>
<td>Disciplinary Core</td>
<td>Yes / No*</td>
<td>Date:</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Only for student who participates in year-long exchange/visiting:</td>
<td>Yes / No*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve courses:</td>
<td>Yes / No*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes / No*</td>
<td>Date:</td>
</tr>
</tbody>
</table>

* You should try to identify an exact equivalent course at HKU as far as possible. If similar course is not offered at HKU, please indicate the relevant discipline and level of course (e.g. Mathematics advanced level course).

*delete as appropriate

*Detailed syllabuses of the above courses must be attached to this form.
Course Selection- for Host Institution

- Follow host institution procedures for official course registration.
- Remember to comply with regulations for full-time student status (HKU, host institution, country immigration)- avoid underloading (and overloading) your course schedule.
- Check the credit conversion to determine no. of courses that you need to take at the host university.
- Ensure that you will have access to your academic record from HKU, especially if needed for prerequisites.
- During exchange, inform your Faculty via email ASAP if your course registration changes.
Credit Transfer

Transcripts- Returning to HKU

• Host institution will send official transcripts directly to International Affairs Office or your Faculty Office.
• Get informal grade report from the host institution, if possible, for your own records.
• Final credit transfer determined by home Faculty.
• Grade obtained will not be counted in CGPA.
How to Contact AAO

Address: Room 07, Upper Ground Floor, Knowles Building

Tel: (852) 2219 4686

Email: aaoffice@hku.hk