Tel.: 3442-8049

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**School of Creative Media**

Student Exchange Programme:

Outgoing Student’s Credit Transfer Application Form

1. Students are required to submit this application form to the SCM General Office for credit transfer **within 4-6 weeks** after the completion of their exchange study, together with the following documents:
2. **an original copy of the transcript/grade report issued by the partner institution;**
3. **supporting document on the grading system of the partner institution; and**
4. **the syllabus of proposed transfer course(s).**
   1. Students should observe the University’s Academic Regulations regarding credit transfer application at all times. Please refer to the website of Academic Regulations and Records Office (ARRO) at [www.cityu.edu.hk.arro](http://www.cityu.edu.hk.arro). Some key links are extracted below for students’ reference:

* Credit Transfer/ Course Exemption

<http://www6.cityu.edu.hk/arro/content.asp?cid=10>

* Academic Regulations for 4-year Undergraduate Degrees ( Section 8 Credit Transfer)

<http://www6.cityu.edu.hk/arro/content.asp?cid=165#s8>

* 1. Only transfer courses taken in partner intuition with **at least C+ (CGPA 2.3) or equivalent** will be considered for credit transfer. Please note that if credit transfer is granted, only the credits earned will be transferred. The course grade will not normally be counted towards the calculation of the student’s GPA.
  2. Please read the below “Important Notes” and attached information containing, among other things, issues that the School may take into account in reviewing credit transfer applications.

**Section 1: Student’s Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Mobile: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student ID: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Programme\*: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |
| Period of Study  (Admission to Graduation Year): | | From \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_  (YYYY) (YYYY) | | |  | Current CGPA: | \_\_\_\_\_\_\_\_\_\_\_\_ |

**\*BAS students MUST refer to Appendix 2**

|  |  |
| --- | --- |
| Partner Institution for the Exchange Study: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section 2: Student’s Proposed Credit Transfer Arrangements**

**SCM Courses**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner Institution** | | | | | **CityU/SCM Equivalent Course(s)** | | | *(for office use only)*  **Recommendation**  *(S: Supported; R: Rejected)*  *[with signature]* |
| Course Code | Course Title  (in English) | No. of Credits | No. of Contact Hours/wk | No. of Weeks | Course Code & Title | #Course Type | No. of Credits | From Programme  Leader |
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**Non-SCM Courses**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner Institution** | | | | | **CityU/SCM Equivalent Course(s)** | | | *(for office use only)*  **Recommendation**  *(S: Supported;*  *R: Rejected)*  ***[with signature]*** |
| Course Code | Course Title  (in English) | No. of Credits | No. of Contact Hours/wk | No. of Weeks | Course Code & Title | #Course Type | No. of Credits | From Course Leader of non-SCM courses (with **department chop** of the course offering department) |
|  |  |  |  |  |  |  |  |  |
| **Partner Institution** | | | | | **CityU/SCM Equivalent Course(s)** | | | *(for office use only)*  **Recommendation**  *(S: Supported;*  *R: Rejected)*  *[with signature]* |
| Course Code | Course Title  (in English) | No. of Credits | No. of Contact Hours/wk | No. of Weeks | Course Code & Title | #Course Type | No. of Credits | From Course Leader of non-SCM courses (with **department chop** of the course offering department) |
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**REMARKS:**

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| --- |
| **Are you going to graduate right after the exchange program (upon completion of the total credits required)?**  **Yes / No** (Please delete as appropriate) |

**Keys:**

# SR: School Required (excluding GT), GT: Graduation Thesis/ Project, MC: Major Core, ME: Major Elective, GE-English: Gateway Education (GE1401 & Discipline-Specific English), GE-CCIV: Gateway Education (GE1501), GE-AR: Gateway Education (Area Requirements), M/FE: Minor/ Free Electives

**Section 3: Endorsed by Programme Leader**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Endorsed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full Name: )

**Appendix 1**

**IMPORTANT**

**Preparation Procedures for outgoing students joining**

**Student Exchange Programme between CityU and partner Universities**

**Before Departure  
(after you get the exchange offer)**

Fill in Page 2 of the “Proposed Course Plan” form to review your study status (credits needed for graduation) and make a study proposal on Page 3

Bring the completed “Proposed Course Plan” form and Discuss your proposal with Major Leader (optional) and

Programme Leader

Submit **approved course plan**, **relevant syllabi**, **latest grade display** and **DegreeWorks Report** to SCM General Office

**Completion of Study and Return to CityU**

Submit **credit transfer application form**, **original transcript** issued by partner institution and **respective syllabi** to SCM General Office (tso.candy@cityu.edu.hk) within 4- 6 weeks of the completion of exchange study at the partner institution

Register outstanding courses to fulfil the curriculum requirement

**During Exchange Study**

Keep regular dialogue with SCM Programme/ Major Leader, and Academic Advisor (cc SCM General Office), as appropriate

Discuss with Programme/ Major Leader on subsequent changes of study plan, if relevant

Submit **academic results** to SCM General Office (tso.candy@cityu.edu.hk) **at the end of** **exchange study**

Settle CityU **tuition fee** according to the payment schedules

**Appendix 2**

**Important Notes**

1. Students may miss classes for required courses, or those that are pre-requisites for other courses, offered during the exchange period at the partner institution(s). It may preclude them from graduating with their class on schedule. If students have to select non-SCM courses fulfilling the programme curriculum requirements, they are required to seek approval from the course offering department on the respective course. Failure to do so may affect the credit transfer arrangement of your exchange study afterwards.
2. Under normal circumstances, students are NOT allowed to register any courses during the exchange period.
3. ***BAS students*** are required to complete two Major Core courses (JC2001 Introduction to the Sciences for Artists and MA1005 Mathematics and Arts) and to select any TWO electives (at least one from Groups 1 or 6) from the SCM Elective Pool and serve as preparatory course for the Graduation Thesis (GT) / Project. If students fail to fulfill the above pre-GT requirements, they may not register GT during their final year studies.
4. If any of the course(s) at the host institution cause(s) you potential difficulty to catch up with your next semester in CityU after the exchange study finishes, you are required to seek help from the exchange coordinator and respective course leader(s) at the host institution to make alternative arrangements for you. Otherwise, you will risk returning late and missing class(es) at CityU. Reference: SCM Class Attendance Policy available on the SCM Student Bulletin (<http://www.cityu.edu.hk/scm/studentlan/>)
5. Students should observe the University’s Academic Regulations regarding credit transfer application at all times. Please refer to the website of Academic Regulations and Records Office (ARRO) at [www.cityu.edu.hk.arro](http://www.cityu.edu.hk.arro). Some key links are extracted below for students’ reference:

* Credit Transfer/ Course Exemption

<http://www6.cityu.edu.hk/arro/content.asp?cid=10>

* Academic Regulations for 4-year Undergraduate Degrees ( Section 8 Credit Transfer)

<http://www6.cityu.edu.hk/arro/content.asp?cid=165#s8>

**Issues that the School may take into account in reviewing credit transfer application:**

1. When reviewing a credit transfer application, consideration will be given to, among other things, whether the transfer course at partner institution(s) is at the same level as that of the equivalent CityU/SCM course.
2. The syllabus/course content of the transfer course will be reviewed in order to assess its appropriateness for claiming credit transfer in terms of content coverage.
3. Students should complete all the academic and assessment requirements (e.g. coursework, examination and/or projects) of their selected courses at the partner institution, even if the partner institution has a longer semester than that of CityU, in order to be eligible for the credit transfer.
4. Only transfer courses with **at least C+ (CGPA 2.3) or equivalent** will be considered for credit transfer.
5. Under normal circumstances, the approved units of credit transfer should be equivalent to the credit load of the transfer course. For example, if the transfer course is a three-credit equivalent course, the approved units of credit transfer should also be three. For any discrepancy of credit equivalence, students are obliged to provide official proofs about credits and relevant contact hours which are issued by the partner institution(s), for further consideration and approval by programme leaders.
6. The following may be taken into consideration when assessing a credit transfer application:

|  |  |
| --- | --- |
| **Category of Equivalent Courses** | **Content/Nature of the Transfer Course** |
| SCM courses | Note: **BAS students** are not recommended to transfer any courses taken during exchange study to substitute major electives within Group 1 or Group 6, except those specially approved by BAS programme leader. |
| Non-SCM courses | Courses outside SCM’s area of specialty  Except for courses offered by CS and COM, please get pre-approval directly from the corresponding course leader(s) of the concerned course offering department(s). |
| Gateway Education (GE) courses   * 1. University requirements (GE1401, Discipline Specific English)   2. Distributional Requirements (Area 1-3) | **Relevant GE requirements**  <http://www.cityu.edu.hk/edge/ge/ge_requirements_new.htm>  **Note: GE Credit Transfer Guideline**  <http://www.cityu.edu.hk/edge/ge/student/ge_credit_transfer_s.htm> (\*\*\*For courses identified to fulfill one of the Area of Distributional Requirements, student should fill in a separate form and submit directly to CityU EDGE department for approval.) |