Department of Architecture and Civil Engineering

Pre-Exchange

Study Plan for ACE Outbound Exchange Student

*(The completed form (original) together with the relevant documents should be submitted to the ACE Department in person **One month** before commence the Exchange Programme)*

1 **Student Particulars**

Full Name: _____ Student ID No.: _____

Programme/Major: _____ Cohort: _____

E-mail: _____ Contact Tel. No. _____

2 **Exchange Programme Information**

Name of Partner Institution: _____ Country: _____

Period of Exchange Programme: *(Please "√" as appropriate)*

☐ Semester A 20_____/_____   ☐ Semester B 20_____/_____   ☐ Summer Term 20_____

Mode of teaching: ☐ Face-to-face   ☐ Online

Departure Date: _____(DD)/_____(MM)/_____(YYYY) Date of Return (HK): _____(DD)/_____(MM)/_____(YYYY)

3 **Study Plan** *(To be completed by the Student and the Programme/Major Leader)*

Students are advised to discuss the study plan with the Prog./Major Leader for his/her exchange programme. Students should print out the hard copies of official course outlines which set out the level of study, topics covered, contact hours and credits and other relevant information of the courses that will be taken in the Partner Institution for discussion.

Please note that the following is NOT an Application for Credit Transfer. For applying credit unit transfer, students are required to submit a 'Application for Credit Transfer/Course Registration Form for ACE Outbound Exchange Students' (can be obtained from the ACE Department website) to the ACE Department. For the information of credit unit transfer (e.g. eligibility, maximum number of transfer credits, etc.), please refer to CityU Academic Regulations.

Course To Be Taken in Partner Institution		CityU Equivalent Course (*if applicable*)	
Course Code & Title	**No. of Credits**	**Course Code & Title**	**No. of Credits**

☐ *Declaration: student might not be able to complete the programme graduate requirement within normal study period for undertaking outbound student exchange programme.*

☐ *Note: Precursors of Final Year Project: Students must have attempted all Level B3 core courses in the programme, including class attendance, coursework submission, and examination) the precursor course(s) so identified.*

Signature of Student _____ **Date** _____

_____ _____ _____
Signature of Prog./Major Leader   **Name of Prog./Major Leader**   **Date**