

School of Energy and Environment
Outbound Exchange Study
Course Plan and Application for Credit Transfer (Pre-Approval)

This form must be type-written and submitted in word format

Important Note:

- You are strongly advised to take courses at host institutions relevant to your majors, minors, and gateway education.
- You are fully responsible for taking courses that could fulfill the pre-requisite of the courses you are requested to take in CityUHK after your exchange study in the subsequent semester/academic year. Failure to do so may delay your graduation.
- You can apply to transfer the credits obtained during the exchange study towards the degree requirement at CityUHK.
- No credits can be transferred for failed courses.

1. Please indicate **ALL** courses (**maximum 15 courses**) you plan to take at your **accepted** host institution and the equivalent CityUHK courses for credit transfer. Previous records of courses pre-approved for credit transfer are available at the SEE website for your reference. You will be notified of the outcome via email after the request is reviewed.
2. You should only submit the course plan and application for credit transfer pre-approval form once, unless the courses pre-approved for credit transfer are not offered by the host institution for your exchange period.
3. **Please provide a web link to course information including topics covered, assessment methods, recommended textbook title(s) and pre-requisites, total hours of student work, etc. (as detailed as possible). You should provide a soft copy of the aforementioned information only if a weblink is unavailable.**
 - If you wish to **transfer credits to courses offered by other academic units**, please submit this form to the SEE General Office. SEE will then pass it to the respective course offering units for pre-approval.
 - If you wish to **transfer credits towards GE Requirements** when an equivalent GE course cannot be identified, please submit "[GE Course Credit Transfer Pre-Approval Application](#)" to the Talent and Education Development Office (TED) after seeking our school's endorsement.
4. If you change your course plan upon arrival at host institution, it is your responsibility to notify the Exchange Coordinator via SEE General Office (Ms. Susan LEONG – susleong@cityu.edu.hk) and submit an application for newly-added courses that you wish to transfer credits. Review of each request may take 1 - 2 weeks, please make sure you reserve enough time if you need to meet the add/drop period of the host institution.
5. In support of your application, you are required to submit an official transcript of your exchange study to the SEE General Office by the first week of the semester following the exchange study, or as soon as you receive it, whichever is sooner. The credit transfer will only be confirmed after the review of the transcript.

Personal Particulars

Name :		Home Academic Unit :	School of Energy and Environment (SEE)
Student ID :		Programme Title :	Bachelor of Engineering/ BEng in EVE and BBA in Finance
CityUHK Email :	- c@my.cityu.edu.hk	Major:	Undeclared/ESE/EVE/Double Degree*

Contact No. :		Cohort:	20____
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Details of Exchange Programme

Host Institution :	
Exchange Period :	Semester __, 20__/_

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	Courses at Host Institution				Equivalent Courses at CityUHK			For Office Use	
	Course Code	Course Title	Credit Units	Web link showing the course information (if web link is unavailable, please attach the soft copy)	Course Code	Course Title	Credit Units	Pre-approval (Y/N)	Course Leader's Signature & Dept/School Chop
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

12									
13									
14									
15									

(Signature is mandatory)

Submitted by:

_____ *(e-signature)* _____ *(date)*
 Applicant

For SEE Office Use Only

Course plan endorsed by:

_____ *(signature)* _____ *(date)*
 Prof. Theodora Nah,
 SEE Exchange Coordinator

Completion of exchange study and
 credit transfer confirmed by:

_____ *signature)* _____ *(date)*