

Guideline of application of course exemption and credit transfer for courses offered by the School of Science and Engineering (SSE)

1. A partner institution is defined as a comparable university on the list of collaborating institutions provided by the Office of Academic Links (OAL). In case an institution is not in the database, SSE has the discretion to decide whether it is an approved counterpart or not.
2. The course taken at the partner institution should be taught in English.
3. If a course taken at a partner institution is highly similar (around 75% or more of overlapping in content) to an existing SSE course, students may apply to SSE for course exemption and credit transfer upon officially attaining credits at the partner institution.
4. The prerequisite(s) of the equivalent SSE course should have been fulfilled in order to process the application.
5. If the student has already taken an SSE course at CUHK(SZ), and then takes a similar course (over 25% of overlapping in content) at a partner university, that course taken outside cannot be transferred back for credit.
6. If the course taken at the partner institution is equivalent to a course offered by other school at CUHK(SZ), the student should make application to the related school accordingly.
7. If no equivalent course at CUHK(SZ) is available, an SSE student may make application for transferring the course taken into the corresponding category of 'Major Electives', or 'Free Elective' course, whichever is appropriate.
8. For credit exemption of 'Major Electives' and 'Free Elective' courses, student should make application in the second year of study after declaring the major/academic plan.
9. For the credit transfer for equivalent course(s) (with detailed course code), the application will be handled by the school offering the course. For the credit transfer for 'Major Electives' or 'Free Elective' course (without detailed course code) will be handled by the home school of the student.
10. For the credit transfer for equivalent course(s) or major elective area, students could approach programme coordinators or related course instructors for content checking before registering the course(s) in the partner institution. Please note the pre-approval cannot be guaranteed. One may refer to the feedbacks from coordinator/instructor when choosing courses.
11. As the course content, study load, teaching method, and assessment scheme could be different, there is no strict rule in credit transfer. For instance, a 3-credit course in a certain institution may only convert back as 2- credit, or vice versa. Normally, School will check the contact/lecture hour first:

- (a) If the total lecture hours of the course are around 42, students can try to apply for 3 credits;
 - (b) If the total lecture hours of the course are around 28, students can try to apply for 2 credits;
 - (c) If the total lecture hours of the course are around 14, students can try to apply for 1 credit.
 - (d) There is no course with more than 3 credits in CUHK(SZ), student can only transfer 1/2/3 credit(s) per course.
12. In principle, all credit transfer applications are considered on a case-by-case basis. Applicant should not assume successful application for granted. The final result should be checked in SIS.
13. The application should be made with supporting documents including official transcript from the partner institution, course outline, materials of course content, information on contact hours & course workload, the applicant's own unofficial transcript at CUHK(SZ), etc.
14. All applications should be processed in SIS system, and the nominal approval cycle for course exemption and credit transfer is four (4) working weeks.
15. For further information, please consult OAL or School Office.

School of Science and Engineering
The Chinese University of Hong Kong, Shenzhen

February 4, 2021

** This guideline is subject to approval by Curriculum Committee, SSE.*

** SSE reserves the right of final interpretation for the content and items hereinabove.*