

**SCHOOL OF CREATIVE MEDIA**

Tel.: 3442-8049 Email: smgo@cityu.edu.hk

**Student Exchange Programme
Proposed Course Plan**

- Before you fill in this form, please ensure you have read the “Preparation Procedures for SCM outgoing students joining Student Exchange Programme of CityUHK” in the Appendix.
- Please submit this form with relevant course descriptions to SCM General Office at L7 of CMC.

Section 1: Student's Information

Name: _____ Personal Email: _____ Mobile: _____
 Student ID: _____ Programme: _____ Cohort: _____
 Period of Study (Admission to Graduation): From _____ to _____ Current CGPA: _____
 (YYYY) (YYYY)

Section 2: Student's Credit Requirement

Please complete the following table to indicate any credits that you need to complete in order to fulfill your programme requirements for graduation. **Please refer to and attach a copy of your latest DegreeWorks.**

Course Type (whichever applicable)	Total No. of Credits Required for Graduation (a)*	No. of Credits completed (b)*	No. of Credits To-be- completed (a-b)*
School Requirement Courses, excluding GT(SR)			
Graduation Thesis/ Project (GT)			
Major Core Courses (MC)			
Major Elective Courses (ME)			
Gateway Education courses (GE) – English			
Gateway Education courses (GE) – Chinese Civilization			
Gateway Education courses (GE) – Area Requirement			
Gateway Education courses (GE) – School-specified courses			
Free Electives (FE) / Minor (if applicable)			
Total:			

****(a) You should check the minimum number of credits required for graduation and the number of credits required for each course type in accordance with your major (<https://www.scm.cityu.edu.hk/programmes>).***

(b) You should refer to the DegreeWorks under your student record for completed credits.

1. Will you graduate right after the exchange program (upon completion of the total credits required)? #Yes / No
2. How many credits have you successfully transferred since Admission (if applicable)? _____ Credit Units

Please delete as appropriate

**Section 3: Student's Course Plan** Host Institution: _____

Please ensure you will take **at least 12 CityUHK credit units** (or equivalent) – see Appendix 1.

SCM Courses (Please read through Appendix 2 and refer to Item II.(a-g) before filling the following tables.)

Host Institution			SCM Equivalent Course(s)			Code of past SCM Successful credit transfer case (if any)	For office use only	
Course Code	Course Title (in English)	No. of Credits	Course Code & Title (in English)	Course Type (MC/ ME/ FE Please refer to Section 2)	No. of Credits		Approval	Signature by Major Leader
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	

Non-SCM Courses

Host Institution			CityUHK Equivalent Course(s)			For office use only	
Course Code	Course Title (in English)	No. of Credits	Course Code & Title (in English)	Course Type (Minor/ FE/ GE Please refer to Section 2)	No. of Credits	Approval	Signature by Course Leader (with relevant department chop)
						Yes / No	
						Yes / No	
						Yes / No	

Section 4: Approval by SCM Major Leader (BA / BAS / BScCM)

Signature: _____ (Name: _____) Date: _____



APPENDIX 1

Procedures of Credit Transfer for SCM outgoing students joining Student Exchange Programme of CityUHK (see also Flow Chart & Appendix 2 below)

Step 1: Before departure

1. Students who successfully received an exchange offer in the Student Exchange Programme are required to discuss with their Programme/ Major Leader their proposed study plan and credit transfer arrangements prior to the exchange study
2. A completed proposed course plan form and relevant course syllabi, with the endorsement approval by the Programme/ Major Leader, plus approval by the course leader and/or course offering department (if non- SCM courses have to be selected) should be submitted to the SCM General Office, Miss Agnes Nip (for Asia region) at agnes.nkk@cityu.edu.hk or Miss Candy Tso (for other overseas countries) at tso.candy@cityu.edu.hk, together with a copy of the latest Grade Display, DegreeWorks and Curriculum List for processing. Two documents can be downloaded under “Grade Detail” via AIMS and Curriculum List can be found at SCM website.

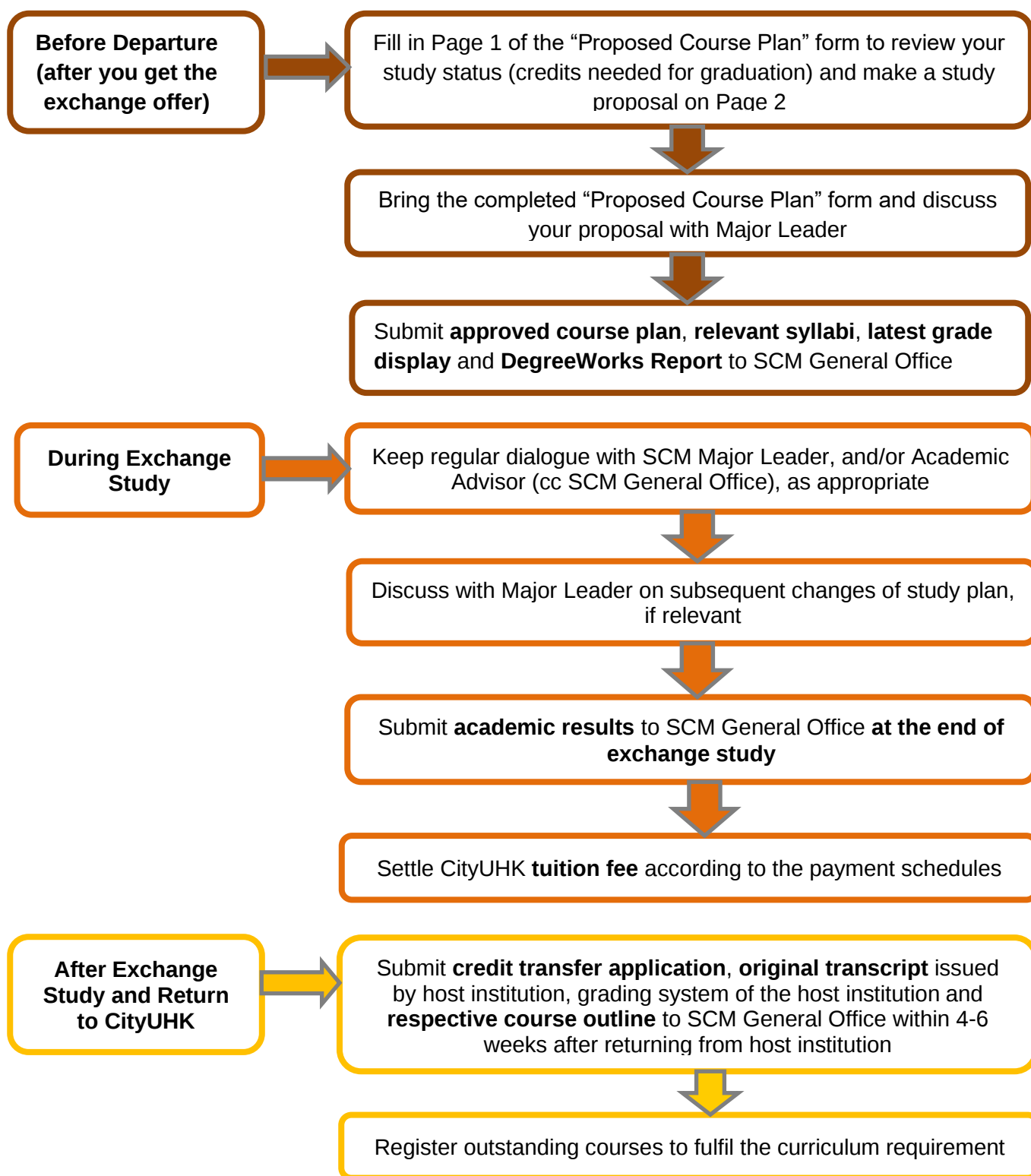
Step 2: During exchange

3. In order to maintain a full-time student status at the host institution, **students are required to take at least 12 CityUHK credit units (or equivalent)** throughout your exchange studies, so as to receive full amount of financial support upon completion of the Student Exchange Programme.
4. If there is any subsequent change to the course plan (e.g. after arrival at the host institution), please submit a revised course plan to the Programme Leader and SCM General Office, Miss Agnes Nip (for Asia region) at agnes.nkk@cityu.edu.hk or Miss Candy Tso (for other overseas countries) at tso.candy@cityu.edu.hk immediately for approval arrangements. For non-SCM courses, please seek approval for the changes from the course leader and/or course offering department and inform Candy or Agnes at SCM General Office by email. **Failure to do so may affect the credit transfer arrangements afterwards.**
5. The SCM Academic Advisors (AAs) will continuously provide academic advice to students via DegreeWorks or e-mails while they are studying at the host institution(s). Students should therefore keep close communication with their AAs. They are also welcome to discuss any issues with the Programme/ Major Leaders as and when required.
6. Students are reminded to settle their CityUHK tuition fees in accordance with the payment schedule to be announced by the City University of Hong Kong. Students should note the impact on their tuition fee payment for the semester following their exchange programme if their credit transfer could not be applied in time. For details of the regulations on Tuition Fees, please visit: http://www6.cityu.edu.hk/FO/htm/Tuition_Fees.htm

Step 3: After exchange

7. Students are required to submit a “Student Exchange Programme: Outgoing Student’s Credit Transfer Application Form”, together with **(a) an original copy of the transcript/grade report issued by the host institution; (b) supporting document on the grading system of the host institution and (c) the syllabus of proposed transfer courses**, to the SCM General Office within 4-6 weeks after returning from exchange study. Please read the attached document containing, among other things, issues that SCM may take into account in reviewing credit transfer applications. **Your exchange study will only be regarded as “Completed” upon submission of the required documents**, which will be indicated in AIMS.
8. Upon finishing the exchange programme, students should take an initiative role to register the relevant outstanding courses via AIMS according to their study plan during the University Add/Drop period.

FLOW CHART of Preparation Procedures for Credit Transfer



APPENDIX 2

I. Important Notes about Exchange Study & Credit Transfer

- a. Students may miss classes for required courses, or those that are pre-requisites for other courses, offered during the exchange period at the host 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.
- b. Under normal circumstances, students are NOT allowed to register any courses during the exchange period.
- c. As preparatory course for the Graduation Thesis (GT) / Project, **BAS students** are required to complete at least one course (6 credits) from the Art and Science Studios and **BSc students** are required to complete 18 credits of Major Core courses. If students fail to fulfill the above pre-GT requirements, they may not register GT during their final year studies.
- d. If any of the course(s) at the host institution cause(s) you potential difficulty to catch up with your next semester in CityUHK 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 CityUHK. Reference: SCM Class Attendance Policy available on the [SCM Student Bulletin](#).
- e. 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. Some key links are extracted below for students' reference:
 - Credit Transfer/ Course Exemption https://www.cityu.edu.hk/arro/cdtf/cdtf_main.htm
 - Academic Regulations for 4-year Undergraduate Degrees (Section 8 Credit Transfer) https://www.cityu.edu.hk/arro/regu/regu_uagar.htm

II. Issues that the School shall take into account in reviewing credit transfer application

- a. When reviewing a credit transfer application, consideration will be given to, among other things, whether the transfer course at host institution(s) is at the same level as that of the equivalent CityUHK/SCM course.
- b. 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.
- c. Students may refer to the "SCM Successful Credit Transfer Cases" database (<https://www.scm.cityu.edu.hk/programmes/undergraduate/outbound-exchange-programmes>) for past successful credit transfer since 2012/13. It would be useful to mark the reference at the relevant mapping proposal under Section 3.
- d. Students should complete all the academic and assessment requirements (e.g. coursework, examination and/or projects) of their selected courses at the host institution, even if the host institution has a longer semester than that of CityUHK.

- e. Only courses completed with **at least C+ (CPGA 2.3)** or equivalent will be considered for credit transfer.
- f. Under normal circumstances, the approved units of credit transfer should be equivalent to the credit load of the transfer course. To prove the credit equivalence, or other grading systems, students are obliged to provide official proofs about credits and relevant contact hours which are issued by the host institution(s), for further consideration and approval by Programme/major and course leaders. For example, if the transfer course is a three-credit equivalent course, the approved units of credit transfer should also be three. Another example is that 2 ECTS credits are normally seen as equivalent to 1 credit unit at CityUHK (ECTS credit: CityUHK credit = 2:1), which means students need 6 ECTS credits to transfer back one 3-credit CityUHK course.
- g. The following may be taken into considerations 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 courses within the Art and Science Studios, except those specially approved by BAS Major Leader.
Non-SCM courses	Courses outside SCM's area of specialty Please get pre-approval directly from the corresponding course leader(s) of the concerned course offering department(s). <i>(Students should follow individual procedures of course offering departments to get pre-approval.)</i>
	Gateway Education courses (GE) GE Credit Transfer Pre-Approval Guideline: https://www.cityu.edu.hk/ted/ge/student/credit_transfer.htm - For student applying credit transfer against specific GE course, please send the application directly to the respective course leader. - For student applying credit transfer towards GE Area Requirements, please fill in a separate form (download from the above link) and submit it directly to CityUHK TED Office with supporting document for approval.