

The Chinese University of Hong Kong  
Department of Sociology

1.9.2019

Guidelines on Credit Transfer  
(Applicable to students who go on exchange in 2019/20 and thereafter)

Points to Note:

1. Students should study the course contents carefully, and make sure that courses selected from the exchange programme must NOT overlap those already or currently being taken at CU. Credits will NOT be recognized for courses with contents overlapping those courses taken at CU.
2. Only courses that contain sufficient sociological contents (e.g. offered as part of the sociology programme at the host institution) are eligible for application of credit transfer to the major programme. It is not necessary to match overseas courses with courses offered by the major programme. If the course contains sufficient sociological contents, credits obtained in the exchange programme can be recognized to fulfill part of the major programme requirements.
3. If students wish to match their overseas courses with the required courses of the major programme, for being considered, both courses must be largely equivalent to each other in terms of the course contents and level.
4. In case students are not able to match courses taken in the exchange programme with any courses offered by programmes of the University, students are advised to consult the Department Office the possibility of getting transfer of credits for free electives.
5. Maximum no. of units recognized per course is 3. Other than those activities such as lectures and tutorials, etc., officially marked on the course outlines or timetables, the unofficial learning activities such as group discussion and independent studies, etc., may also be recognized upon considering the merit on a case-by-case basis.
6. **University residency requirements:** Students shall complete a minimum no. of units at CUHK before graduation for the following requirements:

- (i) Overall graduation requirement:

	Minimum Graduation Requirement	Minimum no. of units to be completed at CUHK
2-Year Prog.	69	60
4-Year Prog.	123	72

- (ii) Major requirement – at least two-thirds of minimum no. of units required:

	Minimum Major Requirement	Minimum no. of units to be completed at CUHK
2-Year Prog.	60/61	40/41 (42)#
4-Year Prog.	69	46 (48)#

- (iii) Minor requirement – at least two-thirds of minimum no. of units required:  
Subject to the minimum no. of units required by different programmes, e.g. a minimum of 12 units shall be completed at CUHK out of a minimum requirement of 18 units, etc.

- # As each SOCI course carries 3 units, the no. shown in brackets are the adjusted minimum requirements.

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7. For exchange in a summer term, following the University regulations, students can apply for credit transfer to the maximum of 6 units subject to a maximum of no more than 39 units of courses taken in an academic year.
8. For exchange in a normal term, students can apply for credit transfer to the maximum of 18 units.
9. A statement worded '*a completed academic record of this degree programme should include the academic transcript(s) from the exchange partner(s) which can be provided separately by the student*' will be printed on the CUHK transcripts for students who have participated in an exchange programme and successfully sought approval for course and unit exemption.

Application:

1. Students should first approach the Registration and Examinations Section (RES) for the advice of the procedures. It is advisable for students to make this move **soonest possible** because completion of the approval procedures will take some time (usually more than two weeks) especially when more courses are concerned. Besides, the results might likely affect the choice of courses in the coming school term.
2. After submitting application for credit transfer via CUSIS, to expedite the process, students are advised to submit another set of the same application with all supporting materials to General Office at Rm 431 of Sino Bldg. or by email to [sociology@cuhk.edu.hk](mailto:sociology@cuhk.edu.hk) as soon as possible.
3. Students should provide the following materials to support the applications:
  - ✧ Detailed course outline (with as much course information as possible including contents, reading lists, learning activities and no. of contact hours, etc.)
  - ✧ Course level in the overseas programme (this will help to determine whether a course can be matched with a required course, or, whether a course without a matching course found in CU Sociology major programme can be recognized to fulfill part of the major programme requirement of a minimum of 6 units of Sociology elective courses of 3000 or above level.)
  - ✧ Transcript
  - ✧ Supplementary information deemed useful

For enquiries at RES: 3943-9888

For enquiries at Dept: 3943-6606/1486

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1. If the programme is offered in a summer term, following the University regulations, students can apply for credit transfer to the maximum of 6 units subject to a maximum of no more than 39 units of courses taken in an academic year.
2. If the programme is offered in a normal term, students can apply for credit transfer to the maximum of 18 units.
3. The programme must be offered by a tertiary institution listed as an exchange partner of the University or listed within the top 200 universities under QS World University Rankings. (<http://www.topuniversities.com/qs-world-university-rankings>)
4. Courses selected must be offered by a formal credit bearing programme leading to an honours degree.
5. Course information in either English or Chinese must be provided.
6. Students should also refer to the guidelines governing credit transfer from University Exchange Programmes when submitting applications.

**Application for  
Recommendation on Credit Transfer  
(for Sociology Major Students)**

Name		
Student ID		
Contact Phone no.	Mobile:	Home/Hostel:
Email address		

# Only applicable to a course without a matching course found in CU Sociology major programme, and supporting materials must be provided showing the course level in the overseas programme.

\* Delete as appropriate.

<b>1)</b>	Course Code & Title to be taken overseas:	
	Offering Programme overseas:	
	Course Code & Title to be recognized in CU SOCI Programme:	(if without matching, please indicate course level in the box below)
	Course Level in overseas programme #	*1000 / 2000 / 3000 or above level Comparable to CU SOCI Programme
	No. of contact hours:	
	Learning activities: (e.g. lecture/tutorial, etc.)	
For Department Use:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended	

2)	Course Code & Title to be taken overseas:	
	Offering Programme overseas:	
	Course Code & Title to be recognized in CU SOCI Programme:	(if without matching, please indicate course level in the box below)
	Course Level in overseas programme #	*1000 / 2000 / 3000 or above level Comparable to CU SOCI Programme
	No. of contact hours:	
	Learning activities: (e.g. lecture/tutorial, etc.)	
For Department Use:		<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended

3)	Course Code & Title to be taken overseas:	
	Offering Programme overseas:	
	Course Code & Title to be recognized in CU SOCI Programme:	(if without matching, please indicate course level in the box below)
	Course Level in overseas programme #	*1000 / 2000 / 3000 or above level Comparable to CU SOCI Programme
	No. of contact hours:	
	Learning activities: (e.g. lecture/tutorial, etc.)	
For Department Use:		<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended

4)	Course Code & Title to be taken overseas:	
	Offering Programme overseas:	
	Course Code & Title to be recognized in CU SOCI Programme:	(if without matching, please indicate course level in the box below)
	Course Level in overseas programme #	*1000 / 2000 / 3000 or above level Comparable to CU SOCI Programme
	No. of contact hours:	
	Learning activities: (e.g. lecture/tutorial, etc.)	
For Department Use:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended	

5)	Course Code & Title to be taken overseas:	
	Offering Programme overseas:	
	Course Code & Title to be recognized in CU SOCI Programme:	(if without matching, please indicate course level in the box below)
	Course Level in overseas programme #	*1000 / 2000 / 3000 or above level Comparable to CU SOCI Programme
	No. of contact hours:	
	Learning activities: (e.g. lecture/tutorial, etc.)	
For Department Use:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended	