

Department of Electrical Engineering
Conditional Credit Transfer for Outbound Exchange Students in Semester __, 20__-20__

Student Name: _____ Contact Tel. No. : _____
 Student ID: _____ Email: _____
 Programme: _____ Transfer Institution: _____

CityU Equivalent (non-CS course only)*		Course(s) in Transfer Institution		Assistant Programme Leader's Recommendation			
Code	Course Title	Code	Course Title	Yes/No	Reasons if NOT recommended	Signature	Date

- Remarks:*
- All outbound EE exchange students are required to **take no less than 12 credits (European credit system: no less than 20 credits)** or equivalent or fulfill the minimum workload of the host University for one semester during the exchange studies.
 - Student should **get prior recommendation from your respective Assistant Programme leader on the credit transfer application**. In order to claim for the credit transfer, outbound students **must obtain a pass or higher grade** in the courses which are conducted in English and **have at least 70% of their syllabus similar** to the corresponding technical courses as required in the curriculum of study at CityU.
 - For courses corresponding to **Gateway Education and other departments, credit transfer application will be considered by the offering department** based on their respective requirements.
 - Please **attach relevant supporting documents** such as the syllabus of the courses or any other as necessary.
 - Please **return a copy of the application results to EE General Office** (Angela-CDE; Helena-ECE; Stephanie-INFE) after recommendations are made for record and/or further action.

Signature of Applicant: _____ Date: _____