

**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/ELEL/MEE; Christy-INFE) after recommendations are made for record and/or further action.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<p><u>Completed by Applicant (please tick)</u>  <b>Supporting document information checklist</b></p> <ul style="list-style-type: none"> <li>• No. of credit / ECTS</li> <li>• Contact Hours / Course mode</li> <li>• Duration (e.g. one semester)</li> <li>• Syllabus/Content/Description</li> <li>• Assessment mode (e.g. exam/grading)</li> </ul>
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