

**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:*

1. 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.
2. 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.
3. For courses corresponding to **Gateway Education and other departments**, **credit transfer application will be considered by the offering department** based on their respective requirements.
4. Please **attach relevant supporting documents** such as the syllabus of the courses or any other as necessary.
5. Please **return a copy of the application results to EE General Office** (Angela-CDE; Helena-ECE/ELEL/MEE; Hugo-INFEE) after recommendations are made for record and/or further action.

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

Date: \_\_\_\_\_

Completed by Applicant (please tick)

**Supporting document information checklist**

- No. of credit / ECTs
- Contact Hours / Course mode
- Duration (e.g. one semester)
- Syllabus/Content/Description
- Assessment mode (e.g. exam/grading)