

Dear BSc(ActuarSc) and BStat Students [admitted in 2025 and thereafter],

Important notes for outgoing exchange/visiting students (2026-27)

Please read carefully if you are planning to participate in an outgoing exchange/visiting study.

Follow these steps accordingly:

Step 1: Apply for Leave of Absence

SAAS Online Application System (SOAS)

Online Form:	SF007 - Leave of Absence
System URL:	https://saasweb.hku.hk/current/ug/forms

Students participating in an outgoing exchange/visiting study programme for a full-year, Semester 1, winter break, or Semester 2 are required to submit an application for leave of absence via SOAS by **AT LEAST SIX WEEKS** before the start of the exchange/visiting study programme (regardless of whether you intend to apply for credit transfer). Please attach the Admission Letter from the host institution, your Letter of Acceptance, and deposit payment proof (if applicable) as supporting documents.

Even if your exchange/visiting study plan and course mapping have not yet been finalized, you should still submit your leave of absence application first. Please ensure that you do not enroll in any HKU course(s) during the semester(s) in which you are on leave of absence for exchange/visiting study.

Please inform the Department of Statistics and Actuarial Science (SAAS) via email (ugenq@hku.hk) immediately if you withdraw from the exchange/visiting programme.

Step 2: Apply for Credit Transfer (Optional)

Credit Transfer Application Procedures

- 1. Complete the application form:** Fill out **SF008 - Application for Transfer credits** from our website: <https://saasweb.hku.hk/current/ug/forms>.
- 2. Submit the application at least one month before departure from Hong Kong:** Submit (i) the completed form along with (ii) the overseas course syllabus on SOAS* (including the SDST courses and non-SDST courses).
** For outgoing exchange during Winter Break (December 2026 to January 2027), you can start submitting the completed application in late-October, and no later than 15 November 2026; For Summer Semester outgoing exchange (June to August 2027), you can start submitting the completed application in April 2027, and no later than 2 May 2027, or one month before the date of departure (whichever is earlier); applications after the deadline will not be accepted.*
- 3. Preliminary approval:** The Department will review your application and notify you by email once your credit transfer application is preliminarily approved. Prior approval for course mapping must be sought before departure.

4. **Send your official transcript:** After completing your courses abroad, please request the Registry of the exchange/visiting host institution to send your transcript directly to the SAAS General Office (Email: ugenq@hku.hk) to ensure its authenticity.
5. **Receive confirmation of transferred credits:** You will receive a confirmation email once your credits are verified.

Credit Transfer for Winter and Summer Exchange Programmes

Students may transfer credits from exchange study during **winter break*** or **summer semester*** with the approval from the Department.

- **Credit load counting:**
 - Winter Break: Any credits to be transferred will count towards the credit load for the first semester.
 - Summer Semester: Any credits to be transferred will count towards the credit load of the whole academic year.

- Policy Details and Guidelines

Please read carefully for the **Policy Details** and **Guidelines** for Credit Transfer for summer and winter exchange programmes:

Category	Policy Details
Exchange Study Credits / Visiting Study Credits (Winter break & Summer semester)	The maximum total limit is 30 credits* for both winter break credit transfer and summer semester across the entire normal study period. <i>*Please refer to the details of "<SAAS> Apply for Taking Course Load Deviating from Normal Load" if applicable.</i>
Final Year Students	Final year students are not allowed to select courses in the Summer Semester .

For more details, please refer to the attached PDF file or visit the following [link](#) for the Guideline for Credit Transfer for summer and winter exchange programmes.

Important Notes on Credit Transfer Applications

- a) You do not need to consult individual course teachers or the Department before submitting your application, as credit transfer decisions are not made immediately. If you require urgent advice, you may contact the Course Approver or the Department by email.
- b) **Only credits from approved courses at the host institution for which students obtain a grade of C- or above, or equivalent, can be successfully transferred to HKU. No credits can be transferred for courses with grades of D+ or below or for courses without prior approval.** Students cannot apply for credit transfer for courses they have already completed in HKU.
- c) You should identify equivalent course(s) at HKU for credit transfer as far as practicable. Applications related to non-SDST courses will be forwarded by the Department to the relevant course offering departments/schools/offices for course equivalency verification.

- d) If the equivalent course(s) cannot be identified eventually or such discipline is not available in HKU, you may apply for transferring the course(s) as free elective(s). The Department will then determine whether free elective credits can be granted based on the nature and workload of the course(s).
- e) You should not change the applied list of course(s) for credit transfer and the applied equivalent course(s) at HKU afterwards UNLESS you cannot take such course(s) eventually at your host institution. In such case, you should inform the Department by email (ugenq@hku.hk) AS SOON AS POSSIBLE (by the end of the add/drop period at your host institution for any changes of your applied list of course(s)) [including applying new course(s) for credit transfer, dropping applied course(s) and change of equivalent course(s) at HKU for applied course(s)] for approval by the Course Approver. Any changes on credit transfer applications after 1 month of the commencement of exchange semester will NOT be considered.
- f) Credit transfer applications that have timetable clashes with other courses, programmes or internships will not be considered. The Department reserves the right to cancel credit transfer applications if such cases are found.
- g) No grade at the host institution will be converted and included in the calculation of GPA/CGPA; only the credits can be transferred to HKU upon your successful completion of the approved course(s) at the host institution.
- h) The above procedures are applicable only to BSc(ActuarSc) and BStat Students [admitted in 2025 and thereafter]. Students from other faculties should consult their home faculty for further instructions.

Please also check the Programme Regulations for the degree:

- Bachelor of Science in Actuarial Science [[BSc\(ActuarSc\)](#)]
- Bachelor of Statistics [[BStat](#)]

If you have questions, please contact us as follows:

(General)

Department of Statistics and Actuarial Science

Email: ugenq@hku.hk

(Credit transfer course approver for actuarial science courses e.g. SDSTx9xx)

Prof. Tim J. Boonen

Email: tjboonen@hku.hk

(Credit transfer course approver for statistics courses e.g. SDSTx6xx)

Prof. C. Wang

Email: stacw@hku.hk

For further details of exchange/visiting matters, please refer to the websites:

- International Affairs Office, HKU: <https://intlaffairs.hku.hk/>

- Crisis and Emergency Outside Hong Kong:
<https://www.cedars.hku.hk/overseasemergencyassistance>
- Insurance Information:
https://intraweb.hku.hk/reserved_2/finance/student/insurance.html?v=1699265132129

Thank you for your attention.

Best regards,

Department of Statistics and Actuarial Science
School of Computing and Data Science
The University of Hong Kong