

OFFICE OF UNIVERSITY GENERAL EDUCATION
Application for UGE Course Equivalence / Unit Exemption
(Approval-in-principle granted to students on overseas exchange)

Name: (ENG) _____ (中文) _____ Student ID : _____

Contact No.: _____ Email Address: _____

Year of Study : _____ Major : _____ Minor : _____

Host Institution : _____ Year of Exchange : _____

System of Host Institution: Semester Quarter Period of Exchange : 1 term 1 year Summer course

I. General Education course(s) taken prior to exchange (including those enrolled in the current term)

Course Code	Course Title	Year / Term	Units	Grade	Checked by Office

II. Application for General Education Course Equivalence (no more than FOUR courses for each semester)

- i) Language and skills training courses will NOT be accepted.
- ii) Approval-in-principle will be only granted on condition that all the existing course registration restrictions for UGE courses are observed. Students are reminded to check the Student Handbook for such restrictions.
- iii) Course outline of the proposed courses should be attached.
- iv) Please submit a class time table which can prove the total number of course hours, if possible.
- v) If approval-in-principle is granted, applicants are requested to attach a copy of this form to their official application to RES for course and unit exemption.

General Education Equivalence		Proposed Courses			Approval-in-principle (for Office Use)		
Course Code	Course Title (No. of units)	Course Code	Course Title	Total no. of course hours	Exempted course (Y / N)	Exempted unit	
	(__ units)					Unit	Area
	(__ units)						
	(__ units)						
	(__ units)						

III. Declaration

I understand that approval-in-principle is granted without prejudice to the prevailing registration restrictions and that an official application for course and unit exemption must be submitted to the Registration and Examination Section upon completion of the courses under application.

Applicant's signature: _____ Date: _____

----- To be completed by Office of University General Education -----

IV. Remarks / Special conditions for approval: Nil / See attached sheet

Clerk in-charge: _____ PC in-charge: _____

Endorsed by: _____ (for Director of University General Education) Date: _____