



ENQUIRY FOR COURSE EQUIVALENCE (For BA Courses ONLY)



Undergraduate Office, Faculty of Business Administration, CUHK

Use One Form for One Department¹

Name: _____ Student I.D. No.: _____ Year of Exchange: 20____ / 20____ (1st / 2nd term / full year)²
 Major: **Integrated BBA** / _____ Concentration declared: _____ Minor: _____
 Address (Home): _____ Telephone No.: _____
 Correspondence address during exchange: _____
 E-mail Address: _____ Mobile No.: _____ Fax No.: _____
 Name of Host University: _____ System of Host Institution: Semester / Quarter²

Signature of Student: _____ Date: _____

Department at CUHK that offers the courses below (please choose ONE option only)²: DSE/ FIN/ MKT/ MGT/ Others (please specify): _____

³ Proposed Courses				CUHK Equivalence			For Office Use			
Course Code	Course Title	No. of units/credits	⁴ Total no. of lecture hours	Course Code	Course Title	No. of units/credits	⁵ Recommended/Not recommended	Department Chairman Signature	Date	Remarks

- 1 Please make necessary photocopies by yourself and return the completed FORM to the Departments concerned **DIRECTLY**.
 - Department of DSE (Ms. Elaine Chu – Rm. 304B)
 - Department of FIN (Ms. Connie Lai – Rm. 221)
 - Department of MGT (Ms. Shirley Yuen – Rm. 304)
 - Department of MKT (Ms. Candy Lam – Rm. 421)
- 2 Please delete the inappropriate option(s).
- 3 Please submit course descriptions of the proposed courses to be taken in the host institution, including their pre-requisites. The course descriptions must be clearly xeroxed from the original handbook/prospectus or downloaded from the homepage of the host institutions.
- 4 **MUST put down clearly the total no. of lecture hours per term for professors' consideration.** Please submit a class time table which can prove the total number of lecture hours, if possible.
- 5 The course is considered to be equivalent in principle. You should submit the official application for course & unit exemptions together with course outlines, official transcripts and original copy of this FORM to Registration & Examinations Section after completion of the Exchange Programme.