

## Endorsement Form for Enrolling in Credit Bearing Courses Outside HKUST in Fall/Spring Terms

### Notes

1. This form is for UG students planning to enroll in credit-bearing courses at other universities while registered at HKUST in Fall or Spring terms.
2. The following student groups are not required to complete this form: students on approved study leave, students on outbound exchange, or IIM students on IIM arranged courses.
3. Students should fill in Page 1 (Sections I, II & III) and submit the form to the Major Department/Program Office for academic advice and endorsement (Page 2).
4. Credit transfer application will only be considered by Academic Registry if students obtain endorsement from the Major Department/Program Office on this form prior to enrolling in the non-HKUST courses.
5. The endorsed form should be uploaded to the **MyStudyAbroad** system. For enquiry, please contact the Office of Global Learning, OGL (email: [study.abroad@ust.hk](mailto:study.abroad@ust.hk)).

### Section I: Personal Particulars

Name (in English): \_\_\_\_\_ HKUST Student ID: 

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Program of Study: \_\_\_\_\_ Year of Study: \_\_\_\_\_

HKUST Email: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_

### Section II: Course Particulars

Please fill in the details of the courses that you are seeking endorsement for. Attach the course syllabus/description (if available) and submit it with the completed form to your Major Department/Program Office.

| HKUST Term<br>(e.g. Fall 2021-22) | Host University | Course Code | Course Title |
|-----------------------------------|-----------------|-------------|--------------|
|                                   |                 |             |              |
|                                   |                 |             |              |
|                                   |                 |             |              |

### Section III: Declaration

I declare that I (*Please select one*)

- have not previously submitted/received another endorsement for credit-bearing course enrollment outside HKUST for the **SAME** HKUST term.
- have previously submitted/received another endorsement for credit-bearing course enrollment outside HKUST for the **SAME** HKUST term. Below are the details of my previous submission/endorsement.

| Name of Program<br>(e.g. HKUST Outbound<br>Virtual Study Abroad) | Host University | Course Code | Course Title |
|--|-----------------|-------------|--------------|
|  |                 |             |              |
|  |                 |             |              |
|  |                 |             |              |

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Section IV: Endorsement of Major Department or Program Office****Note:****For Major Department/Program Office**

- Upon conducting academic advising with the student, you may (A) advise the student to observe their approved credit load without limiting the number of non-HKUST courses to be taken; or (B) endorse one specific course only with no adjustment to the student's credit load for HKUST courses.
- Major Department/Program Office should review the student's academic standing and decide on the appropriate credit load for the student. The approved credit load limit should be consistent with the information on SIS.
- Since different universities adopt different credit systems, for the purpose of academic advising, Major Department/Program Office may consider each course requested here as roughly equivalent to 3 HKUST credits.
- Please have your Department/Program Office keep a copy of this form upon your signing.

**For students**

- The credit-bearing courses requested on this form are additional to your study load at HKUST. Your Major Department/Program Office will review your academic standing and decide whether to endorse your request. If deemed necessary (e.g., your CGA does not meet the Department's threshold for overloading), your Major Department/Program Office has the jurisdiction to reduce the maximum credits you can enroll in at HKUST during the requested term.
- If your request is endorsed, please take note of and comply with the academic advising specified by your Major Department/Program Office below.

This request is: *(Select one of the below)*

- (A) endorsed, on condition that the credit load at HKUST (i.e. the sum of HKUST courses only) should **NOT** exceed \_\_\_\_\_ (no. of credits) in \_\_\_\_\_ (term), \_\_\_\_\_ (academic year).
- (B) endorsed for the following course:  
\_\_\_\_\_ (course title) in \_\_\_\_\_ (term),  
\_\_\_\_\_ (academic year).
- (C) not endorsed

\_\_\_\_\_  
Signature of UG Coordinator /  
Program Director

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date