(Last Updated: 2021.04.23)

**Application for Leave of Absence and Study Plan for Outgoing Exchange Students**

\* For students who are under 5-year BBA(Law) & LLB Programme and will go on exchange in their 4th / 5th year \*

Students should fill in this form and submit all necessary materials. The form should be emailed to our Exchange Team (Outgoing) ([lawexch@hku.hk](mailto:cindyank@hku.hk)) in WORD format at least 3-4 weeks before the host institution’s course enrolment deadline.

1. **Personal Particulars**
2. Name:
3. Student No.:
4. Email Address:
5. Mobile No.:
6. Which year and which semester do you intend to go abroad for exchange:  
   Academic year:

Year of study:  
Semester:

1. Host institution:
2. Exchange Programme: Faculty-Level / HKUWW
3. Requirements at the University of Hong Kong – you are required to complete at least 300 credits (see <https://dm.law.hku.hk/> ) at HKU to graduate.   
   How many credits have you completed or will have completed by the end of this academic year?  
   BBA(Law) & LLB Year 1:

BBA(Law) & LLB Year 2:

BBA(Law) & LLB Year 3:

BBA(Law) & LLB Year 4:

BBA(Law) & LLB Year 5:

1. Do you intend to pursue PCLL after you have completed this degree?  Yes  No
2. Do you intend to minor in another discipline[[1]](#footnote-1)? Please state the area of study and the no. of minor credits you have completed.  
    Yes, the area of study is and I have completed minor credits so far.   
    No
3. Preference of credit combination transferring from exchange after deducting LLB Core and PCLL Pre-requisite:

e.g. 12 law + 18 free \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Course Enrolment Record**

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| **Have you satisfied the following requirements? Please tick “” the appropriate boxes:-**   |  |  |  |  | | --- | --- | --- | --- | | Courses that you must take in your 4th and 5th years | Fulfilled | To be fulfilled by the end of this semester | To be satisfied at the overseas university | | Criminal law I-II |  |  |  | | Introduction to Chinese Law |  |  |  | | Land law I-II |  |  | Not Applicable | | Introduction to legal theory |  |  |  | | Equity and trusts I-II |  |  |  | | Mooting and dispute resolution[[2]](#footnote-2) |  |  | Not Applicable | | **5 x Disciplinary elective courses:[[3]](#footnote-3)**   1. Evidence 2. Land law III 3. 3 x Disciplinary elective courses  (Please put in number) |  |  | | |  |  |  | |  |  | Not Applicable | |  |  |  | | Strategic management (BBA capstone) |  |  |  | | **Major in Business:**  2 Courses in the chosen BBA Major (Please put in number)  3 Free elective courses**[[4]](#footnote-4)** (Please put in number) |  |  | | |  |  |  | |  |  |  | | **Professional Core in Accounting**[[5]](#footnote-5)**:**   1. Hong Kong taxation 2. Auditing 3. Advanced financial accounting 4. Investment and portfolio analysis 5. FBE Elective Course |  |  | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

If you are going for an exchange for one semester, please state the courses and credits that you will have completed at HKU of the same academic year. Ignore this part if you will be on full-year exchange.

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| **Course(s)** | **LLB core / business elective / accounting elective / law elective** | **No. of Credits** |
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1. **Exchange Study Plan**
2. The normal load at the host university: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (per year / per semester)
3. Courses that you plan to take at the host university:

All HKU outgoing exchange students’ study plans must include at least one course per semester or one full year course which is NOT a required course for the LLB or the PCLL. Introductory courses about the host jurisdiction’s legal system and non-law course do not satisfy this requirement.

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| **Course(s) that you will have completed at an overseas university** | **Equivalent HKU course(s). Put ‘N/A’ if there is no equivalent** | **LLB core /**  **Business elective /**  **Accounting elective /**  **law elective etc** | **Related HKU Offering Department** | **No. of credits at host university** | **Duration** | **Contact Hours** |
| **EXAMPLE:  Philosophy of Law** | **Introduction to Legal Theory** | **LLB Core** | **Law Dept** | **2 credits** | **Sem 1** | **14 wks x 13 hrs** |
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| **Back-up Course(s):[[6]](#footnote-6)** | | | | | | |
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Courses that you plan to take after you come back from exchange. You may include a single combined entry for elective courses and credits, grouping together courses not required for your LLB Degree or PCLL entry (for instance: 3 x law elective). Please ignore this part if you are final year student and will be on full-year exchange.

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| **Course(s)** | **LLB core / business elective / accounting elective / law elective etc** | **No. of Credits** |
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**Important Note: If you decide to change your course selection after approval has been obtained whether currently listed as back-up courses or otherwise, you must notify the Director of Student Exchange (Outgoing) via email (**[**lawexch@hku.hk**](mailto:lawexch@hku.hk)**) to confirm that the new course is acceptable for credit transfer purposes and/or in satisfaction of a compulsory HKU course, otherwise you will be held responsible for all the consequences. As part of the formal procedure for the application of leave of absence, you are required to email the letter of admissions from the host university (in which your full name and exchange period are listed clearly) to the** [**Exchange Team**](mailto:lawexchange@hku.hk) **with your full name and student number within one week after the submission of the** [**online leave application**](https://moodle.hku.hk/mod/questionnaire/view.php?id=1831785)**. Please allowed us 2-3 weeks to handle your application and you will receive a letter from the Faculty Office to confirm your application for Leave of Absence. Please submit the online leave application as soon as possible or at least 3-week before the start of your exchange. You should submit your copy of the offer letter (or a welcome message) from the host institution to us by email(**[**lawexam@hku.hk**](mailto:lawexam@hku.hk)**) for our reference.**

**Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

1. If you intend to take a minor in another discipline and have it duly recognised and stated in the official academic transcript, you must take the requisite number of credits (which shall not be less than 36 credits and not more than 48 credits) specified by the Board of the Faculty of Law. [↑](#footnote-ref-1)
2. LLAW3187 Mooting and dispute resolution a compulsory law course in your 4th / 5th year, which may be substituted by representing the University of Hong Kong in one of the designated competitions in the International Mooting Programme of the Faculty of Law. Eligible students may write to the Head of the Department of Law to apply for an exemption. Nevertheless, they are still required to take another 6 credit law course to satisfy the credit requirements. [↑](#footnote-ref-2)
3. For the purpose of PCLL admission, a candidate must satisfactorily complete Evidence I and Land Law III. [↑](#footnote-ref-3)
4. If you intend to take non-law course(s) on exchange, **you must obtain the recommendation of relevant HKU department concerning transfer of non-law credits**. Standard application form can be downloaded from our exchange website at: <https://www.law.hku.hk/current-students/outgoing-exchange-programme-application-forms/> . You are required to forward relevant recommendation to us for record when you submit your exchange study plan. [↑](#footnote-ref-4)
5. BBA(Law)&LLB with a Professional Core in Accounting is an approved accountancy degree programme under Hong Kong Institute of Certified Public Accountants (HKICPA) and graduates are eligible for direct entry to the Qualification Programme (QP). For students to meet the QP entry requirements for the Law sub-disciplines, HKICPA requires students to have completed the listed courses **at Hong Kong tertiary institutions** (i.e. credit transfer of equivalent courses taken at exchange institutions are not recognized). **Law sub-disciplines include Law of Contract I-II, Law of Tort I-II, The Legal System of the HKSAR, Law & Society, Commercial Law, Business Association and Company Law**. For more information, please consult FBE. [↑](#footnote-ref-5)
6. It is not uncommon that the courses you intend to take are full or are not open to exchange students. Exchange students are therefore strongly advised to list a few back-up courses. [↑](#footnote-ref-6)