

# The University of Hong Kong Faculty of Law

## Guidance Notes on Exchange 2022-2023(and beyond)

(Subject to the prevailing exchange policies of HKU and the partner universities from time to time)

This Guidance Notes contain information you need to know about exchange. If you need any further guidance, please contact the Exchange Team (lawexchange@hku.hk)

### 1. Why Spend Some of your LLB Study Time in Another Jurisdiction?

- Personal Growth & Enrichment
- Academic Variety & Excellence

### 2. Responsibilities of Exchange Students

#### At HKU:

- Punctual compliance with all exchange procedures.
- Courteous manner when making inquiries – after making reasonable efforts to find the information yourself.
- Prompt submission of documents, including EXCHANGE REPORT.

#### While on Exchange:

- You are guests in your host's "home" and HKU Faculty of Law ambassadors. Make us proud!
- Be courteous, and considerate of host institution staff and fellow students at all times.
- Stay in touch with host administration and advisers, reply promptly to inquiries/requests for information etc.
- Observe all academic rules (including class attendance, reading and writing requirements, **no plagiarism**).
- ARRIVE on time as required by Host.
- LEAVE only after all assessments/exams have been completed. DON'T arrange internships that start before your return!

### 3. Plagiarism

- Acknowledging sources of your ideas and words is the basic minimum of academic honesty. Plagiarism is dishonest. Plagiarism is cheating.
- Make sure you are familiar with the plagiarism rules at HKU.
- Make sure you are familiar with the plagiarism rules at the host university.
- Nothing is more valuable to you as a person and as a lawyer that you're actual and perceived integrity.
- Plagiarism on exchange may result in:
  - Failure of the course (with the need to make up courses at HKU).

- The inclusion of the plagiarism offence in your HKU record.

## 4. Two Exchange Schemes

### Law Faculty-based Exchange Programme

- <https://www.law.hku.hk/current-students/outgoing-exchange-programme-introduction/#>

### HKU Worldwide Exchange- International Affairs Office (“IAO”)

- <https://intlaffairs.hku.hk/index2.php?type=outgoing>

## 5. If You Go Through either Exchange Scheme

- HKU or the Faculty does the initial liaison with the host school **although** you have to fill out & send the formal application yourself – and apply for courses, accommodation etc as advised;
- You only have to pay HKU tuition fees;
- With prior agreement of Faculty of Law exchange team, transfer of credits is virtually guaranteed;
- You may receive limited financial and other assistance from HKU and some law scholarships.

## 6. Grades Earned on Exchange Do Not Count Towards Your CGPA

- If you want to improve your CGPA for whatever reason, you need to think very carefully about your exchange options and courses.
- You will have a transcript of your exchange results to show the PCLL admissions and future employers. If you do well, this could help you.
- Exceptionally high grades may assist a student who is totally boarder line for a class of honours – but this is so rare, you should not consider it.

## 7. When Should I Use Law Faculty-based Exchange Programme?

- Use the Law Faculty-based Exchange Programme if you want to study law subjects on exchange.
- The Law Faculty has law specific agreements with some law faculties.
- HKU has university wide agreements with some institutions. Some of those include formal and informal quotas for students who wish to study law.

## 8. When Should I Apply Through the IAO Scheme?

**You should apply for exchange through the IAO scheme if:**

- i) You wish to go on exchange to a IAO partner; **and/or**
- ii) You will go on exchange during the first three years of an integrated degree programme.

**Note:** Some institutions under IAO scheme do not offer law subjects to exchange students. If you wish to study law subjects under the IAO scheme, you need to check with IAO and the host carefully. Also, if the host institutions are under both Faculty-level and HKUWW exchange programmes, you will normally be only allowed to take law courses under the Faculty-level exchange programme. In other words, you may not be able to take any law course under HKUWW exchange programmes.

You may apply for both Faculty-level and HKUWW exchange programmes, but only one (1) final offer shall be given if you are shortlisted. If you have any preference for the list of institutions for both HKUWW and Faculty-based exchange programme, please indicate to us during your application for the Faculty-level exchange programme. Please note that the final offer will be determined by both IAO and the Faculty.

## **9. Application Process for Law Faculty-based Exchange Programme**

- Explore the full list of possible hosts on our Exchange Page
- Fill in an online application by the stipulated deadline.
- References and English language tests are NOT required at this stage but may be required by host universities/ immigration.
- Offers of exchange places will be sent out by early February.
- Students allocated an exchange place in February will not normally be eligible for the clearing round.

## **10. The Faculty of Law Application Form**

- Fill in and submit the on-line application form
- Choose up to 5 options, ranked according to your preference from Law Faculty partners on the list. Be as flexible as possible to maximise your chances of a place.
- If you apply for both HKUWW and Faculty-Level exchange programmes, please indicate your combined choices of institutions on the same application form.
- You can choose to go to:
  - one partner for one semester
  - one partner for a full year if host school permits
- Use the same form to apply for the VISITING STUDENT SCHEME.
- For Australian and New Zealand universities, please note that the study period can be divided into Feb to Jun (ie. 1st semester), Jul to Nov (ie. 2nd semester) or Feb to Nov (ie. the whole year). E.g. if you wish to apply for Auckland 2<sup>nd</sup> sem (Jul to Nov), please select 1<sup>st</sup> sem on the application form.

## **11. How to Choose/ Rank Partners?**

- Research the partner universities fully yourself first.
- CGPA  $\geq$  3.6: don't strategize, please let us know your real preferences

- CGPA  $\leq$  3.4, be realistic & flexible (e.g. not UCL, Nottingham, Warwick, Duke, Michigan)
- If you are willing to go to a range of partners, indicate this in your choices. Tell us you are willing to go to Canada, US, Australia, NZ by including these schools in your options.
- A real effort is made to give as many students as possible their 1<sup>st</sup> or 2<sup>nd</sup> choices – make those choices count. If you are not one of the top students in your cohort, don't waste your first choice with UCL.
- Ticking "Not willing to negotiate" will be taken seriously. You will NOT be offered other places even if the places on your list are full or simply inappropriate. You will NOT be given any advantage in allocation.
- Each cohort will be ranked separately ... then choices will be made with the object of achieving a fair distribution between the different programmes.
- Look for subjects and professors that interest you.
- **Exchange should not be about doing substitute core courses.**

## 12. The Golden Rule

- Only put down places you are definitely willing to go.
- If you are given an offer for a host on your list, you are expected to accept that offer, even if it is No 5 on your list. **NOTE:** if there really are only 2 partners you are willing to consider, listing only those 2 partners is the sensible choice.
- If you decline an offer for a host on your list, you will probably not get another offer, certainly not in the same year.
- Naturally, exceptions are made for exceptional cases.
- Any student who withdraws AFTER accepting an offer will forfeit their deposit unless:
  - the Director is satisfied the reason for withdrawal is valid and beyond the student's foreseeable control; and
  - the withdrawal is made as soon as reasonably practicable.

**Note:** taking up employment or a concern about grades are both foreseeable!

- Students may withdraw an application at any time **before accepting an offer.**
- Students who are willing to negotiate may receive an offer for a partner not on their list (a negotiation offer).
- A student may reject a negotiation offer without penalty.
- The Exchange Team work extremely hard and with great care to ensure the fairest possible allocation of places amongst many eligible students. Inevitably, a significant number will not be able to achieve their first choice or their second. Some will be offered their 5<sup>th</sup> choice.
- Please do not come and ask for your allocation to be reconsidered, our answer must be "no". Remember, changing your allocation would mean disappointing someone else.
- Instead, start working on how to make the most of what you have been offered.

## 13. Am I Qualified to Apply?

### ACADEMICALLY

- CGPA of 2.9 for IAO scheme, CGPA of 3 for scholarship
- CGPA and LawCGPA below 3, for most institutions you will need a little better.
- Our Faculty expects to receive incoming exchange students with 3.3 CGPA. Our partner institutions may have the same requirement for our nominated students i.e. a CGPA of 3.3. If you marginally miss the requirement, you may still apply, but the final decision is subject to the host university.
- Integrated degree students: you may apply on the basis of your overall CGPA – and that is important – but, since you are going as law students to study law, law grades matter too! Both will be considered.

### CHARACTER:

- willing to commit to the responsibilities of exchange in a host university, willing to try new things, courteous towards others, tolerant of difference, a (learning?) problem solver.

### FINANCIALLY:

- exchange costs money – start earning and saving now!

## 14. Visiting Student Scheme (maximum 10 students)

- This Scheme provides an opportunity for students to spend a year studying law at top rank schools that do not have exchange programmes
- **ONLY students selected by the Exchange Team for the Visiting Student Scheme will be able to apply for advance standing for subjects taken outside the exchange programme.**
- Students NOT selected for the Visiting Student Programme may still choose to take a year off and study at any institution of their choice but **NO** credits will be transferred or accepted for advance standing – even if you go to Oxford or Cambridge. **You should seek prior approval from the Exchange Director before submitting your application to the host** and please contact the Exchange Team in advance.
- We have visiting student arrangements (subject to change) with:
  - Hertford College, Oxford (1-2 full year students)
  - Gonville and Caius College, Cambridge (1 full year student)
- Other selected students may apply for other Oxford or Cambridge colleges, LSE, or other top tier institutions
  - Perhaps other institutions accepted by HSBC Scholarship.

### Fees

- Visiting students must pay the overseas fees of the host institution. According to the internet (2021-2022)
  - Hertford (£21,147) Two term; and (£31,720) Full year (to be updated)
  - Caius University Fee (£22,227); and College Fee (£9,950)
  - St Catherine's £12,871 (One term); (£25,288) Two term; and (£36,911) Full year
- If eligible, apply for the HSBC scholarship. Otherwise, we are trying to secure some scholarship assistance but at present, students must be prepared to self-finance.

## Eligibility

- Current LLB and Integrated Degree students ranking within the top 10% of their respective cohorts at the close of applications

## Application Procedures

- Students wishing to participate in the Visiting Student Scheme may apply using the standard exchange application form.
- You will be asked to indicate whether you wish to apply for Hertford College or Caius College – or to indicate your other choice(s) (you can indicate more than one choice). **Apart from the three named colleges, you should apply to the other institutions according to their specific timetables. Hertford and Caius College applications are handled by IAO and the Faculty respectively.**

## Methods of Study

- Both Oxford and Cambridge use a college based system. Oxford colleges have a great deal of autonomy. Hertford is happy to offer law, literature and some PP / courses. Power is more faculty centred at Cambridge. Studying non-law subjects may be more difficult.
- Visiting students at Oxbridge enjoy the same library access and one on one/ one on two tutorial systems available to full time students.
- Oxford students typically take 8 tutorials per subject, 12 tutorials per term. At **Hertford College** this has translated to one 8 tutorial and one 4 tutorial subject per term, making 6 courses in all.
- At **St Catherine's College**, the preference is now for 8 tutorials for all subjects, with some subjects having written work for only 4 of those tutorials. Any LLB compulsory or PCLL prerequisite courses must be 8 tutorial courses.
- Caius College Cambridge is a very good UK law school.
- Students study 5 full year subjects per year. This is particularly suited to LLB students who will get an exceptional, in depth understanding of the courses studied with reduced examination pressure – although Cambridge does have examinations. You will learn to think, analyse and critique at a new level. At the heart of Cambridge teaching (in addition to lectures and seminars) are the supervisions. These are one on one or very small group teaching sessions with fellows in the college. Caius has many fellows so one on one is common.
- “Typically students have between one and four supervisions a week, each lasting an hour. What happens in a supervision varies from course to course, but usually students are expected to write an essay or work through some problems in advance. This work is then discussed in detail with the supervisor. Designed to help you develop the skills to learn independently, supervisions are a fantastic opportunity to explore course material in greater depth and clarify areas of uncertainty. They can also be tailored to your own interests and needs.” (Expect 10 supervisions per subject)
- Your personal Director of Studies will meet with you regularly and help you organize your supervisions.

## 15. Transfer of Credits

- 'Going on Exchange' does **NOT** require a deferral of your studies.
- You can transfer the credits you earn at the partner institution to your HKU LLB degree.
- With reasonable planning, most students can go on exchange **AND** still graduate with their classmates!
- **START PLANNING NOW!**

## 16. Reordering of Courses

- Going on exchange may require that courses that would ordinarily be taken in year 3 should be taken in year 2 or year 4; courses taken in year 4 should be taken in year 3 or other variations between years 4 and 5.
- Try to keep as many free/ discipline electives available for exchange as possible.
- Some exchange options may require limited overloading in earlier years so as to free up time for exchange. **NOTE:** There is a special form for applying for reordering courses on our website.
- Please use the form! Emailing a member of the exchange team will only result in you being referred to the form!

## 17. Credit Transfer Rules

- You must get **prior** approval:
  - for each specific law subject from the appropriate exchange team member in order to transfer any law credits to your HKU degree;
  - for each specific equivalent courses from the appropriate non-law department in HKU in order to transfer any equivalent courses credits to your HKU degree.
- Law students are **REQUIRED** to study the standard load at a host university and transfer a full load of HKU credits upon their return from exchange (except for failed courses). This rule applies whether you go on exchange through the Faculty of Law Scheme, IAO or Visiting Student Scheme.
- An average full load of approved courses at a host university will transfer as 60 HKU credits/ per year, 30 HKU credits / semester, **irrespective of the number of courses at the host university.**
- Compulsory courses (law & non-law) transfer for the same number of credits as the equivalent HKU courses: 12 HKU credits for Equity and Trusts and Criminal law, 6 HKU credits for the others. The remaining credits transfer as free/ discipline elective credits, irrespective of the number of elective courses taken at the host university.

### **IMPORTANT**

- For students who will graduate in the usual 4 or 5 years.
- LLB students, you must have at least 240 and may have as many as 288 credits in your LLB degree.
- Integrated Degree students you must have at least 300 and may take up to 360 credits in your degree.
- For all students, you may not take more than 72 credits in any one year.

## 18. On Exchange

- Provided you comply with these two rules:
  - If you take a full load of courses on your exchange, a full load of HKU courses will be transferred provided:
  - For third or fourth year exchange, you will be doing at least 54 HKU credits and not more than 72 HKU credits upon your return.
- It does not matter if this means that you have more elective credits in your degree (LLB or Integrated Degree) than you strictly require, provided you do not exceed the stated maximum (288 and 360 respectively).
- This means that, while preserving electives for your exchange and for PCLL prerequisites upon your return is important, it will almost always be possible to fulfill your exchange plans – usually very simply.

## 19. If You Plan To Defer

- Some students wish to go on exchange notwithstanding they know they cannot finish the required number of compulsory courses/ PCLL prerequisites within the required 4 or 5 years. They plan to defer graduation.
- A decision to defer is more than an exchange decision. You need to seek the permission of the Head of Department or the Programme Directors via the Exchange Team.
- **Deferring students who come back from exchange to take a 5<sup>th</sup> or 6<sup>th</sup> year will only be allowed to take the required subjects they need to finish their degrees.**
- Specifically, deferring students will NOT be permitted to transfer less than a full load of electives from a host institution and take additional electives in the 5<sup>th</sup> or 6<sup>th</sup> year.

### IMPORTANT

- You can never be sure the host institution will offer the required course(s) you wish to take/ permit exchange students to take the course/ allow you to take the course if the quota is exceeded.
- Relying upon taking required courses on exchange in order to complete your degree on time is always risky.
- Relying upon taking required courses on exchange in your final year is extremely risky.
- Don't do it!!!!!!!!!!!!

## 20. True LAW Elective Rule Explained

- Students who go on **Law Faculty-level exchange** must take at least **one course per semester (including one full year course)** which is a **true law elective**, that is, NOT a required course for the LLB or the PCLL and not a non-law elective. (For three semester schools that means three electives!)
- Compulsory introductory courses on the host jurisdiction's legal system do NOT count. FOR LLB students, non-law courses (including language courses) don't count for this purpose either – although you may ALSO take a non-law course if your degree permits. Integrated degree students will normally be expected to comply with this rule as well.

- Students who go on **HKUWW exchange** must take **at least one non-law elective**, which is, NOT a core course or required course. Having said so, you are still strongly encouraged to comply with the above true law elective requirement as possible as you can.
- **Note:** You are encouraged to take law elective courses not offered at HKU. There is no need to look for equivalents of HKU electives. Part of the point of exchange is to study abroad what you can't study here.

## 21. Credit Transfer (continued)

- You are going to practice law, if at all, in HK. **It makes sense to study most of your HK PCLL prerequisites at HKU.** Think about it!
- You should only be taking equivalents of HKU core or PCLL prerequisites on exchange if:
  - i) the law in the host jurisdiction is substantially the same as in HK (This is true of EW, Irish, Australia and NZ trusts)  
you have an opportunity to learn from an exceptional professor (the EW law of evidence is now significantly different but some of our partner's evidence teachers are really good!)
  - ii) your degree structure makes it essential to take some PCLL prerequisites on exchange
  - iii) you do not intend to enter the PCLL EVER but your degree requires these courses – and they look especially interesting
- Trying to avoid “tougher” HKU courses is NOT a good reason!

## 22. Applications for APPROVAL for the LLB Core Subjects

Check website for list of already approved / disapproved courses (will be updated regularly) (See: <https://www.law.hku.hk/current-students/outgoing-exchange-programme-introduction/#>)

**If the course is not on the list at all you may be the first to ask.**

- First, obtain the opinions of relevant HKU course teachers
- Forward the teacher's opinion to the Exchange Team ([lawexchange@hku.hk](mailto:lawexchange@hku.hk)) together with your application.
- DO NOT APPROACH THE EXCHANGE DIRECTORS FIRST.

## 23. Course Approval Applications

**Include course descriptions, unit or credit weighting, contact hours, assessment, content information)**

- Specific approval of Head of Department (Law) required for:
  - acceptance as part of specialization
  - over or under loading at HKU or exchange institution
- But requests for this approval should be made to the Exchange Director through the Exchange Team ([lawexchange@hku.hk](mailto:lawexchange@hku.hk)) first.

## 24. Transfer of PCLL Prerequisites

- To be eligible for admission to the PCLL, an applicant must at least have completed their Bachelor of Laws (LL.B.) in Hong Kong.
- Applicants will have to demonstrate competence in the following nine 'Core' subjects: Contract, Tort, Constitutional Law, Criminal Law, Land Law, Equity, Business Associations, Commercial Law and Evidence;
- and three 'Top-up' subjects: Hong Kong Constitutional Law, Hong Kong Legal System and Hong Kong Land Law. (OUR GRADUATES MUST DO IN HK)
  - i) HKU students MUST take the 3 top up subjects at HKU.
  - ii) HKU students may take the CORE subjects at HKU or, WITH THE EXPRESS PRIOR APPROVAL OF THE PCLL CONVERSION EXAMINATIONS BOARD, at a host university while on exchange or participating in the VISITING STUDENT scheme.
  - iii) HKU students are NOT permitted to take conversion examinations.

## 25. Procedure for Finding Out Whether A Specific Course Has Been Approved By The Conversion Examination Board

- The Board does not publish a list of approved/ disapproved courses.
- The List of Approved/ Disapproved courses on our website is a Faculty of Law list only.
- If you wish to take a PCLL prerequisite on exchange and you wish to take the PCLL in HK, you should email the Exchange Team ([lawexchange@hku.hk](mailto:lawexchange@hku.hk)) to ask whether the course has/ has not been approved by the Conversion Examination Board.
- If the team is unable to confirm or deny the status of the course, you will need to apply to the Conversion Examination Board yourself.
- If you need to apply to the Conversion Examination Board yourself, you should:
  - i) Include as much information about the course content, contact hours, assessments, assigned texts as you can.
  - ii) Submit your application form to the Conversion Examination Board by the stipulated deadline so as to ensure you receive an answer in time. (More details can be found on their website : <https://www.pcea.com.hk/download>)

## 26. Students Should Plan To Take a Full Load of Courses at the Host University

**HKU students are expected to take an average load within the host institution's range of "a normal load" in each exchange semester. The only exceptions are:**

- i) When a host university insists upon a lower number of courses/ credits for exchange students
  - ii) When a student has been given special permission to overload/underload.
- **STUDENTS NORMALLY TRANSFER 30/ 60 HKU CREDITS –**
  - **TRANSFER OF 24/ 56 CREDITS MAY BE ALLOWED FOR GOOD REASON BUT ONLY IF APPROVAL IS OBTAINED IN ADVANCE.**

## 27. No Overloading on Exchange

- Overloading on exchange is NOT permitted. Exchange itself is challenge enough – and is NOT all about study.
- Try overloading at HKU instead.
- Permission to overload on exchange may exceptionally be granted to:
  - i) exceptionally strong students for very good reasons;
  - ii) students who need to take extra credits for a specialization;
  - iii) strong integrated degree students who take one semester of maximum credits at a North American host or take an additional business or social science course.
  - iv) students wishing to take additional language courses, especially if not seeking to transfer for credit
  - v) Students seeking to overload by less than a full subject.
- Overloading is always at the host institution's discretion.

### Important

- If you leave compulsory subjects for a final year exchange – even Legal Theory, you may lose your exchange opportunity.
- There is no guarantee you will be able to take an approved equivalents!!!!
- Final decisions on course admission are for the host university. DO NOT RELY ON MIRACLES!  
**NOTE:** We do not allow visiting exchange students to do our compulsory courses/ PCLL prerequisites. **Our host universities may have the same policy** – or have quotas on particular courses, priorities for local students etc. This is entirely reasonable and must be respected.
- You must take this into account in your choice of institution and study planning.
- An exchange opportunity is a once in a lifetime precious thing. It does not come free!
- We try to facilitate exchange as much as we can – we are already liberal in our transfer of credits for electives.
- You should not be surprised or distressed if you have to do an extra 6 credits in one semester – for integrated degree students rather more semesters – in order to fulfil both your exchange and your HKU LLB requirements.

## 28. Which Courses Can I Transfer?

### Law electives and LLB Compulsory Courses that are NOT PCLL equivalents:

- transferrable with prior approval of HKU Faculty of Law exchange team member.
- Taking electives not available here is often a good thing.

### PCLL pre-requisites:

- also need the prior approval of the Conversion Board.
- HKU students are NOT permitted to take conversion examinations for any reason.

### Non-law equivalent subjects

- Transferrable with prior approval of the Faculty of Law and appropriate HKU teachers.

## 29. Courses that must be done in Hong Kong

**Hong Kong Constitutional Law**

**Hong Kong Legal System**

**Land Law III (for PCLL only)**

- Some courses are more difficult to match than others (Equity and Trusts, Evidence in North America)
- [If you don't want to do the PCLL – ever – but these courses are compulsory for your degree we can be more flexible here.]; and
- For civil law jurisdictions, matching Intro Legal Theory is often the only option.
- HOST institution always has the final say!!!!

## 30. Common Law Jurisdictions

**It is dangerous to count on doing compulsory courses on exchange. Something can easily go wrong and you may have to choose between your exchange and deferring.**

- **Equity and Trusts:** increasingly difficult in USA and Canada (some combinations of courses accepted but not recommended)
- **Evidence:** compulsory in Canada now so hard to get into, US course not accepted by Conversion Board ... but keep trying.
- Business Associations/ Commercial Law: missing parts
- **Administrative Law:** often not offered as separate course and / or too much human rights/ constitutional law content

## 31. Civil Law Jurisdictions

**PRC Universities**

- Excellent for Chinese law and Putonghua, possibly Legal Theory
- Courses cannot satisfy any of PCLL prerequisites.

**European Universities**

- Excellent for really interesting law options, a possibility for Legal Theory
- Courses cannot satisfy any of PCLL prerequisites.

## 32. Policy with Respect to Pass / Fail Courses

- Courses in our partner universities that are only marked as pass/ fail courses, that is, courses for which letter grades are not available, may nevertheless be accepted for transfer of credits on a case by case basis.
- Include this information in your study plan. We prefer one or two such courses only.

## 33. Can I Go on Exchange and Still Fulfill My Specialisation Requirements?

- **YES!** We approve each application personally though so allow time
- **Chinese Law:** PRC courses but courses in other schools will be considered.

- **Commercial, Corporate and Financial Law AND International Trade and Economic Law:** both common law and civil law courses may be accepted. Name or content need not match any HKU course.

### 34. What If I Want to Do a Minor?

- LLB regulations permit LLB students to take not more than 48 or, now, 36, non-law credits, enough for a minor in another discipline.
- We are happy for you to take a non-law subject at your host University for this purpose **BUT**
  - i) You need to check with the host University - they may not allow law students to take non-law credits; and
  - ii) You need to consult the relevant HKU department re transfer of non-law credits – so allow time.

### 35. Integrated Degree Non-Law Subjects

**We are happy for our students to fulfill some of these non-law requirements at partner universities IF partner universities are willing AND relevant HKU departments approve the courses for credit transfer. But consider:**

- Summer courses for non-law subjects if possible;
- Our partners are selected for their excellence in law, not necessarily business/ public administration, politics or arts;
- In US and Canada, 14-15 law credits and 1 non-law subject may be a good option.
- PRC business courses are also an option.

### 36. What to Submit

- Completed online application form
- Your C.V. and a personal statement under 200 words explaining why you have chosen the particular university(ies) on your list;
- IELTS test result is not required for the application but will be required for many visas and for the PCLL. Time this carefully and you may be able to make one test work for all.
- References are NOT required or encouraged. However, you may use a reference to explain something otherwise problematic for you.

### 37. Before You Take Off

- Complete your study plan around one month before departure. You may download the form at Faculty's Exchange website:  
<https://www.law.hku.hk/current-students/outgoing-exchange-programme-application-forms/>
- Obtain Leave of Absence from the Dean through the Exchange Team ([Application Form](#))

### 38. Important Warnings!

- Before you leave:
- Make sure you have all your courses expressly approved.
- After you leave:
  - Get approval for any course/ credit changes FIRST. (Don't just drop/add/change courses – we may not agree!)
  - Do NOT take silence for consent.
  - Do NOT fail ANY of your exchange courses. (You may need to do 2-3 make-up courses at HKU!!)

### 39. Financial Assistance / Scholarships

- HKU Worldwide Exchange:-
- Students who obtain places at partner universities under **EITHER** exchange programme **AND** have a CGPA of 3 or above, will likely be awarded an HKU Worldwide Scholarship. See IAO website for more info:  
<https://intlaffairs.hku.hk/support.php?pid=1&type=outgoing>

### 40. HSBC SCHOLARSHIP

- The maximum recommended scholarship amount for each scholar will only go towards
  - i) tuition fees and mandatory college fees
  - ii) a minimum economy return airfare
  - iii) reasonable room and board costs, books, and a small portion of living expenses and visa application fees.
- To study at IDENTIFIED universities (Including our Visiting Student Scheme partners)
- Law and Integrated Degree Students with CGPA 3.7 or above should seriously consider
- Please visit IAO website for updated information  
(<https://www.scholarships.hku.hk/Scholarships/detail/139>)

### 41. Important Dates

#### For Faculty Exchange Programme

- **22 Nov (Mon) at 15:00** –online application system will be open for Semester 1, 2 and full year exchange.
- **9 Jan (Sun) at 23:59** –deadline for online application.
- **17 Jan (Mon) at 09:00 (tentatively)** –Re-open online application system (New application will not be accepted. Also, not applicable to Self-funded Visiting Student Scheme)
- **18 Jan (Tue) at 09:00** –Deadline to submit your final exchange options
- **Week of 17 Jan (tentatively)**– Interview for Self-funded Visiting Student Scheme
- **10 Feb (Thu) (tentatively)** – Release of placement results
- **17 Feb (Thu) (tentatively)**– Deadline for acceptance and deposit payment

- **To be confirmed**- application for 2<sup>nd</sup> round exchange (subject to availability of places left from the 1<sup>st</sup> round).
- **To be confirmed** – application deadline for 2<sup>nd</sup> round exchange.

**For HKU Worldwide Exchange Programme:-**

- **Mid of December 2021 (normally)** - application Deadline  
(for details, please refer to  
[https://intlaffairs.hku.hk/avail\\_program.php?pid=27&type=outgoing](https://intlaffairs.hku.hk/avail_program.php?pid=27&type=outgoing) )