The University of Hong Kong Faculty of Law
Guidance Notes on Outgoing Exchange Programmes
2027-2028 (and beyond)

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

These Guidance Notes contain key information about outgoing exchange programmes. If you need any further guidance, please contact the Faculty of Law Exchange Team (lawexchange@hku.hk).

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I. Introduction

A. Who are these guidance notes for?

These guidance notes are intended for students who wish to participate in one of the outgoing exchange programmes listed in Part I Section B below.

Eligible students may participate in an exchange programme:

- if enrolled in the LLB programme, during the third or fourth year of the programme;
- if enrolled in the integrated double-degree programme (i.e. BA&LLB, BBA(Law)&LLB, BSc&LLB, and BSocSc(Govt&Laws)&LLB), during the fourth or fifth year of the programme.

B. What are the available outgoing exchange programmes?

There are three outgoing exchange programmes available:

- the Faculty-based Exchange Programme administered by the Faculty of Law ("**Faculty-based Exchange Programme**");
- the HKU Worldwide Undergraduate Student Exchange Programme ("**HKUWW**") administered by the International Affairs Office of the Academic Liaison Office of the Registry ("**IAO**"); and
- the Visiting Student Scheme ("**VSS**").

The Faculty-based Exchange Programme and HKUWW are the two principal exchange routes available to most students. Both programmes offer opportunities for either one-semester or full-year exchange and share a number of common features, although there are also important differences between them. A comparison of these two programmes is set out in Part I Section C below.

The VSS is a separate programme with specific eligibility and selection requirements. Applications are open only to LLB and integrated double-degree students who rank within the top 10% of their respective cohorts at the close of applications. Each year, a maximum of 10 students will be selected from all eligible applicants, regardless of programme or cohort. Further information about the VSS is set out in Part I Section D below.

Regardless of which exchange programme you participate in, grades earned during exchange are not included in the calculation of the cumulative GPA ("cGPA") of your HKU degree. Students should bear this in mind when planning their exchange and selecting courses at the host institution. Guidance on course selection is provided in Part II.

C. Faculty-based Exchange Programme and HKUWW

Key similarities

- Both programmes offer opportunities for either one-semester or full-year exchange.
- The initial liaison with the host institution will be handled by the Faculty (in the case of the

Faculty-based Exchange Programme) or IAO (in the case of HKUWW). However, students remain responsible for completing and submitting the formal application, registering for courses, applying for accommodation, and satisfying any additional requirements specified by the host institution.

- Students are only required to pay HKU tuition fees. Limited financial and other assistance may be available from HKU, and students may be eligible for certain law scholarships.

Key differences

	Faculty-based Exchange Programme	**HKUWW**
Suitable for	Students wishing to study law courses while on exchange.	Students wishing to attend institutions not available through the Faculty-based Exchange Programme and/or students undertaking exchange during the first three years of an integrated double-degree programme.
Courses available for credit transfer	Predominantly law courses.	Availability of law courses varies by institution, and some institutions do **not** permit exchange students to enrol in law courses. Students should therefore consult the IAO and the host institution carefully before applying. If a host institution is available under both exchange programmes, students wishing to take law courses will normally be allocated through the Faculty-based Exchange Programme **only**.*
Eligibility	- Students with a cGPA of 3.3 or above generally have a higher chance of securing a place, although students who narrowly miss this benchmark will also be considered. - For students enrolled in integrated double-degree programmes, both overall cGPA and LawGPA will be taken into account. Applicants are ranked within their respective cohorts, with a view to achieving a fair distribution across the different programmes.	- Students with a cGPA of 3.0 or above generally have a higher chance of securing a place. - Minimum English language requirement of either a TOEFL (iBT) score of 80 or an IELTS (Academic) overall score of 6.5. *(subject to the requirement of individual institutions and/or visa applications)*
Scholarships	Scholarship for Faculty-based Outgoing Exchange Programme	HKUWW Scholarship Scheme

***Note:** If a host institution is available under both the Faculty-based Exchange Programme and HKUWW, students may apply to the institution through both programmes. However, for short-listed students, **only one**

final offer will be made. The final offer will be determined jointly by IAO and the Faculty.

D. VSS

Overview

Applications for the VSS are open only to LLB and integrated double-degree students who rank within the top 10% of their respective cohorts at the close of applications. A maximum of 10 students will be selected each year from all eligible applicants, regardless of programme or cohort.

Further information on application procedures is set out in Part III.

Participating institutions

The Faculty currently has visiting student arrangements (subject to change) with:

- Hertford College, University of Oxford (normally 1 to 2 full-year students); and
- Gonville and Caius College, University of Cambridge (normally 1 full-year student).

Other selected VSS students may apply to institutions including, but not limited to:

- St Catherine's College, University of Oxford (normally around 6 full-year students); or
- The London School of Economics and Political Science (normally 1 full-year student)

Credit transfer

Only students selected for the VSS may transfer credits earned during their visiting studies towards their HKU degree. Further information on credit transfer, course transfer and course selection is set out in Part II.

Students who are not selected for the VSS may nevertheless choose to take a gap year and pursue studies at another institution of their choice. However, credits earned during such studies will **not** be eligible for transfer towards their HKU degree.

Fees and funding

Unlike the Faculty-based Exchange Programme and HKUWW, students participating in the VSS are required to pay the fees charged by the host institution.

Students who satisfy the relevant eligibility requirements are encouraged to apply for the HSBC Global Scholarship.

The Faculty will endeavour to assist students in identifying other scholarship opportunities. However, students should be prepared to self-finance their studies if necessary.

II. Planning ahead for exchange

A. Overview

Going on exchange does not necessarily require a deferral of your studies. With careful planning, many students are able to go on exchange and still graduate on time.

The following sections address:

- planning your HKU studies before exchange (Section B);
- transfer of credits (Section C);
- transfer of specific courses:
    - law electives and LLB compulsory courses that are not PCLL prerequisites (Section D);
    - PCLL prerequisites (Section E);
    - non-law electives for the purpose of satisfying a minor or requirement for a non-law degree (Section F);
- course selection at host institution (Section G); and
- deferring graduation (Section H).

Students should note that the transfer of courses completed on exchange is not automatic. Courses proposed for credit transfer are subject to approval by the Faculty of Law Exchange Team and, in some cases, by other persons or bodies as described in the sections below.

Unless otherwise specified, the guidance and requirements set out in this Part apply to the Faculty-based Exchange Programme, HKUWW and VSS.

B. Planning your HKU studies before exchange

Careful planning can help students maximise their exchange opportunities while remaining on track to satisfy their degree and PCLL admission requirements.

Timing of exchange and cGPA considerations

Grades obtained during exchange are **not** included in the calculation of the cGPA for an HKU degree. Students should therefore bear this in mind when deciding when to go on exchange and when planning their overall programme of study. For example, a student who hopes to improve their cGPA before making applications for jobs, internships or further studies may wish to consider whether completing more HKU courses before going on exchange would better serve that objective. However, each student's circumstances are different and the appropriate timing of an exchange will depend on the student's specific situation.

Degree and PCLL admission requirements

Students should also bear in mind that they may not ultimately be able to enrol in all of their preferred courses at the host institution. For example, a course may not be offered during the relevant semester, may have limited places available, or may be subject to other enrolment restrictions.

For this reason, relying on the exchange programme to satisfy compulsory degree or PCLL admission requirements carries significant risk. This is particularly so where a student intends to complete those requirements during their final year of study. If a required course becomes unavailable on exchange, a student may face difficult choices about whether to proceed with the exchange or delay graduation.

Where possible, students are therefore encouraged to complete compulsory degree and PCLL admission requirements **before** going on exchange. Doing so provides greater flexibility in selecting courses at the host institution and reduces the risk of being unable to satisfy graduation or PCLL admission requirements as planned.

Students admitted in AY2023/24 or before are strongly encouraged to complete LLAW3105 Land Law III **before** going on exchange, as the course will be phased out shortly. If students plan to take LLAW3105 Land Law III in the second semester of AY2027/28 upon their return to HKU, there may be a timetable conflict issue that needs to be taken into consideration.

Reordering of courses

In some cases, students may wish to rearrange the normal sequencing of their HKU courses in order to facilitate participation in an exchange programme or to accommodate their academic plans.

Students wishing to do so should submit the prescribed special form for reordering courses. The application period is around August each academic year before the add-drop period. Applications will be considered in accordance with the Faculty's policies and procedures.

C. Transfer of credits

Credit transfer to HKU degree

(i) Standard study load at the host institution

Students are expected to undertake the standard study load prescribed by the host institution. Provided that the courses have been approved for transfer credit, a standard load at the host institution will normally transfer as 30 HKU credits per semester or 60 HKU credits per academic year (excluding failed courses). For example, if the standard load at the host institution is four courses per semester and a student successfully completes those four courses during a one-semester exchange, the student may still transfer 30 HKU credits to their HKU degree, even though 30 HKU credits would normally correspond to five HKU courses.

(ii) How credits are transferred

Compulsory courses (whether law or non-law) that have been approved as equivalent to HKU compulsory courses will transfer the same number of credits as the corresponding

HKU courses, regardless of the credit value assigned by the host institution. For example, if a host institution offers an Equity and Trusts course as a one-semester course, that course may still transfer as 12 HKU credits if it has been approved as equivalent to HKU's Equity and Trusts course requirement.

Once credits for approved compulsory courses have been allocated, any remaining credits will normally be transferred as discipline elective credits or free elective credits. The transfer of elective credits depends on the credits available for transfer, rather than the number of elective courses taken at the host institution.

For example, assume that a student completes five courses during a one-semester exchange, consisting of:

- one Equity and Trusts course approved as equivalent to the HKU compulsory course; and
- four elective courses.

If the Equity and Trusts course transfers as 12 HKU credits, the student will have 18 credits remaining from the semester's standard load of 30 HKU credits. Those remaining credits will be transferred as 18 discipline elective or free elective credits, irrespective of the fact that four elective courses were completed.

Students may therefore end up with more elective credits than they strictly require for their degree. This is generally not an issue provided that the total number of credits counted towards the degree does not exceed the applicable maximum (currently 288 credits for the LLB and 360 credits for the integrated double-degree programmes).

No overloading or underloading at the host institution

Students are generally expected to undertake the standard study load prescribed by the host institution. Overloading or underloading during exchange is not normally permitted.

Students seeking to overload or underload must obtain prior approval from the Assistant Dean (Undergraduate and Taught Postgraduate Programmes) through the Exchange Team. Approval will only be granted in exceptional circumstances and where there is a compelling academic justification. Examples may include:

- exceptionally strong students with compelling academic reasons;
- students who require additional credits to complete a specialisation;
- integrated double-degree students undertaking the maximum permitted load at a North American host institution and wishing to take an additional business or social science course;
- students wishing to take additional language courses, particularly where transfer credit is not sought; or
- students seeking to overload by less than a full course.

Even where approval is granted by HKU, admission to individual courses remains subject to the host institution's rules and discretion.

Policy on pass/fail courses

Some courses offered by host institutions are assessed on a pass/fail basis rather than by letter grades or numerical grades.

Such courses may be approved for credit transfer on a case-by-case basis. Students wishing to take pass/fail courses should identify them in their proposed study plan and provide relevant information to the Faculty of Law Exchange Team. Students are expected to take the majority of their courses on a graded basis, and only a very limited number of pass/fail courses will normally be approved.

D. Transfer of law electives and LLB compulsory courses that are not PCLL prerequisites

General policy

Law electives are generally approved for credit transfer, provided that substantially similar courses have not previously been completed at HKU. Prior approval from the Faculty of Law Exchange Team is required.

For LLB compulsory courses that are not PCLL prerequisite subjects (for example, Administrative Law or Legal Theory), students should first consult the Faculty's list of approved and disapproved courses, which is updated periodically (https://www.law.hku.hk/current-students/outgoing-exchange-programme-introduction/#).

If a proposed course does not appear on the list, the following process applies:

- The student should first make an application to the relevant HKU course teacher, together with the course description and other relevant materials.
- The student should then forward the course teacher's views to the Faculty of Law Exchange Team (lawexchange@hku.hk) as part of the credit transfer application.
- The Faculty of Law Exchange Team will consider the application in light of the course teacher's recommendation and the supporting materials provided.

Using exchange courses to fulfil specialisation requirements

Students wishing to use courses completed on exchange to satisfy the requirements of an HKU specialisation must obtain approval from both:

- either the relevant HKU course teacher where the course is currently offered (students should seek approval via the teacher directly) OR the Director of Exchange (Outgoing) where the course is not currently offered (via Faculty of Law Exchange Team); and
- the Assistant Dean (Undergraduate and Taught Postgraduate Programmes) of the Faculty of Law

Applications should be submitted through the Faculty of Law Exchange Team at lawexchange@hku.hk. Generally, a maximum of 18 credits shall be recognized under this route.

Applications are considered on a case-by-case basis. As a general guide:

- **Chinese Law specialisation**: PRC law courses will generally be accepted, although suitable courses offered by other faculties or departments may also be accepted.

- **Commercial, Corporate and Financial Law AND International Trade and Economic Law**: both common law and civil law courses may be accepted. It is not necessary for the title or content of the course to correspond directly to an HKU course.

Using exchange course(s) to fulfil the 6-credit Designated Disciplinary Elective Requirement

Students wishing to use courses completed on exchange to fulfil the 6-credit Designated Disciplinary Elective requirement must obtain approval from both:

- either the relevant HKU course teacher where the course is currently offered (students should seek approval via the teacher directly) OR the Director of Exchange (Outgoing) where the course is not currently offered (via Faculty of Law Exchange Team); and
- the Assistant Dean (Undergraduate and Taught Postgraduate Programmes) of the Faculty of Law

Applications should be submitted through the Faculty of Law Exchange Team at lawexchange@hku.hk.

True Law Elective requirement

Students participating in an exchange programme are expected to complete at least one approved **True Law Elective** (see criteria below) per semester (or one full-year law elective for a full-year exchange), equivalent to at least 6 HKU law credits. For example, students attending institutions that operate on a three-semester academic calendar would normally be expected to complete at least three True Law Electives during the exchange programme.

For this purpose, a True Law Elective must:

- be a law course;
- not be a LLB compulsory course; and
- not be a PCLL prerequisite course.

Compulsory introductory courses on the host jurisdiction's legal system will not normally satisfy this requirement.

Students are encouraged to take law electives that are not available at HKU. There is generally no need to seek direct equivalents of HKU law electives, as one of the principal objectives of exchange is to pursue academic opportunities that are unavailable locally. Where a host institution participating in the HKU Worldwide Exchange Programme does not permit exchange students to enrol in any law electives, students should normally take at least one non-law elective that is neither a compulsory nor a required course.

Practical observations on certain subjects and jurisdictions

Based on past experience, students considering exchange study in particular jurisdictions may wish to bear in mind the following:

- Administrative Law can be difficult to transfer from some common law jurisdictions because the subject is often not offered as a standalone course or may contain a substantial constitutional law or human rights component.

- Legal Theory may be available at some host institutions in both common law and civil law

jurisdictions and can be suitable for transfer, depending on the content of the particular course.

E. Transfer of PCLL prerequisites

General principles

To be eligible for admission to the PCLL, students must hold a recognised law degree and demonstrate competence in the prescribed PCLL prerequisite subjects, namely:

- Core subjects: Contract, Tort, Constitutional Law, Criminal Law, Land Law, Equity, Business Associations, Commercial Law and Evidence; and
- "Top-up" subjects: Hong Kong Constitutional Law, Hong Kong Legal System and Hong Kong Land Law III.

HKU students:

- **must** complete all three Top-up Subjects at HKU;
- **may**, with the necessary prior approvals, complete certain Core Subjects at a host institution while on exchange;
- **may not** satisfy PCLL requirements by taking PCLL Conversion Examinations.

Students intending to practise law in Hong Kong will generally benefit from completing the majority of their PCLL prerequisite subjects at HKU. Accordingly, students are encouraged to complete most PCLL prerequisite subjects at HKU.

However, approval to complete certain Core Subjects during the exchange programme may be appropriate in particular circumstances, including where:

- the law of the host jurisdiction is substantially similar to Hong Kong law;
- the host institution offers an exceptional learning opportunity in a particular subject;
- the student does not intend to pursue admission to the PCLL; or
- the structure of the degree programme requires certain PCLL prerequisite subjects to be taken during an exchange period.

Checking whether a course has already been approved

Over the years, students have sought approval for a range of courses offered by host institutions. The Faculty maintains a list of courses that have previously been approved or disapproved for transfer, which is updated periodically (See: https://www.law.hku.hk/current-students/outgoing-exchange-programme-introduction/#).

Before making any application, students should first consult the Faculty's list of approved and disapproved courses.

The absence of a course from the list does not mean that it will be approved or disapproved. It simply means that no previous determination has been recorded.

Approval process for courses not previously determined

Where a proposed course does not appear on the approved/disapproved list, the following process applies:

- Seek views from the relevant HKU course teacher
  - The student should first seek the views of the relevant HKU course teacher by providing the course description and any other relevant materials.
  - The student should then forward the course teacher's views to the Faculty of Law Exchange Team (lawexchange@hku.hk) together with the student's application.
  - The Faculty of Law Exchange Team will consider the application and provide further guidance regarding the approval process.

- Then, the student should obtain approval from the PCLL Conversion Examination Board by submitting the application form and paying the application fees by the stipulated deadline (More details can be found on their website: https://www.pcea.com.hk/download - Information Package). In the application, the student should include as much information about the course content, contact hours, assessments and assigned texts as possible.

Approval by HKU and approval by the PCLL Conversion Examination Board are separate requirements. Students seeking credit transfer for a PCLL prerequisite subject should ensure that all necessary approvals have been obtained.

Practical observations on PCLL prerequisite subjects

Students considering completing PCLL prerequisite subjects during exchange should bear in mind that approval can vary significantly depending on the jurisdiction, institution and course concerned. Based on past experience:

- Equity and Trusts can be increasingly difficult to satisfy through exchange study at some institutions in the United States and Canada. In certain cases, a combination of courses may be accepted, although this is not generally recommended.

- Evidence courses at Canadian law schools can be difficult for exchange students to access because they are often compulsory courses for local students. Evidence courses offered by United States law schools have not generally been recognised for PCLL purposes.

- Business Associations and Commercial Law courses offered overseas may not cover all topics required for PCLL purposes and should therefore be considered with particular caution.

- Courses offered by universities in Mainland China and most civil law jurisdictions are generally unsuitable for satisfying PCLL prerequisite requirements because they do not cover the relevant common law content required for PCLL admission purposes.

Students should treat these observations as general guidance only. Each application is assessed on its own merits, and students should follow the approval procedures described above.

F. Transfer of non-law electives for the purpose of satisfying a minor or requirement for a non-law degree

General policy

Students wishing to transfer non-law courses taken on exchange towards an HKU minor or the non-law component of an integrated double-degree must obtain the support of the relevant HKU faculty or department responsible for the programme concerned.[1]

Any recommendation or approval obtained from the relevant faculty or department should be forwarded to the Faculty of Law Exchange Team when submitting the exchange study plan.

Students seeking to fulfil minor requirements

Students may take non-law courses at a host institution for the purpose of satisfying the requirements of an HKU minor, subject to the approval of the relevant HKU faculty or department.

Before planning to take non-law courses on exchange, students should bear in mind that:

- some host institutions may not permit law students participating in the Faculty-based Exchange Programme to enrol in non-law courses; and
- the approval process for the transfer of non-law credits may take time and should therefore be commenced sufficiently in advance.

Integrated double-degree students wishing to fulfil non-law requirements for their degree

Integrated double-degree students may, with the approval of the relevant HKU faculty or department, use courses completed on exchange to satisfy certain requirements of the non-law component of their degree programme. Whether this is possible will depend on both:

- the willingness of the host institution to admit the student to the proposed courses; and
- the approval of the relevant HKU faculty or department for credit transfer purposes.

When planning an exchange, integrated double-degree students may wish to bear in mind the following:

- summer study may provide additional opportunities to complete non-law degree requirements;
- host institutions under the Faculty-based Exchange Programme are selected primarily for the strength of their law programmes and may not necessarily offer equivalent strengths in business, public administration, politics, arts or other non-law disciplines;
- at many host institutions in the United States and Canada, a study load comprising approximately 14 to 15 law credits together with one non-law course may be a practical option; and
- business courses offered by partner institutions in Mainland China may also be worth considering, depending on the student's degree requirements and academic interests.

[1] Standard application form can be downloaded from our exchange website at: https://www.law.hku.hk/current-students/outgoing-exchange-programme-application-forms/.

G. Course selection at host institution

Students should bear in mind that they may not ultimately be able to enrol in all of their preferred courses at the host institution. A course may not be offered during the relevant semester, may have limited enrolment capacity, may be reserved for local students, or may be subject to other restrictions imposed by the host institution. The availability of courses is a matter for the host institution and is outside the control of HKU.

Accordingly, students should maintain flexibility when planning their exchange study programme and should ensure that they have suitable alternative course options.

HKU prerequisites and host institution prerequisites

A course that requires a prerequisite at HKU may still be approved for credit transfer even if the student has not previously completed the corresponding HKU prerequisite course.

For example, although Commercial Law is a prerequisite for Business Associations at HKU, a student may be permitted to take a Business Associations course on exchange and transfer the credits to HKU without having previously completed Commercial Law at HKU.

However, students must comply with any prerequisites, enrolment requirements or other restrictions imposed by the host institution. Approval by HKU for credit transfer purposes does not guarantee that a student will be permitted by the host institution to enrol in a particular course.

Enquiries regarding course selection

Students are encouraged to consult returning exchange students and the Faculty of Law Exchange Team before contacting the host institution directly.

Where it is necessary to contact the host institution, students should ensure that enquiries are directed to the appropriate office or staff member and should avoid sending the same enquiry to multiple members of staff. Enquiries should be concise, specific and courteous.

H. Deferring graduation

Approval process

A decision to defer graduation involves more than the decision to participate in an exchange programme. Students wishing to defer graduation must obtain the approval of the Assistant Dean (Undergraduate and Taught Postgraduate Programmes) of the Faculty of Law or, where applicable, the relevant Programme Director through the Faculty of Law Exchange Team.

Students proposing to defer graduation in connection with an exchange programme should submit their exchange application together with a proposed study plan for prior approval. Applications will be considered on a case-by-case basis.

When considering an application, the Faculty will normally expect students:

- to have completed as many compulsory courses as possible before going on exchange; and
- to explain why it is not possible or appropriate for them to complete their degree within the normal period of study.

Courses following return from exchange

Students who defer graduation and return from exchange for an additional year of study will normally be permitted to enrol **only** in courses required to satisfy their remaining degree requirements.

In particular, students will not normally be permitted to transfer fewer than the standard number of elective credits from the host institution in order to take additional elective courses at HKU during the deferred year of study.

III. Application procedures

A. Application process

The application processes for the Faculty-based Exchange Programme, HKUWW and the VSS broadly follow a similar timeline. Students are required to submit an application, following which applications will be assessed and results released. In addition, shortlisted VSS applicants will normally be invited to attend an interview.

The timetable varies from year to year. As a general guide:

- applications typically open in mid-November;
- the application deadline is typically:
  - mid-December for HKUWW;
  - early January for the VSS; and
  - mid-January for the Faculty-based Exchange Programme;
- VSS interviews typically take place in mid-January;
- results are typically released in February; and
- the Faculty-based Exchange Programme typically conducts a second round of applications in April for any exchange places remaining after the main round.

Students should refer to the timetable and application information published by the Faculty and the IAO each year, as all dates are subject to change.

B. Application materials

Faculty-based Exchange Programme

Applicants must submit:

(1) a completed online application form (please refer to the end of this section for guidance on completing the form);

(2) a C.V.;

(3) a personal statement of no more than 200 words explaining the applicant's motivation for participating in the exchange programme and explaining their choice of

institution; and

(4) where applicable, a study plan if the applicant intends to defer studies.

References: References are neither required nor encouraged. However, applicants may include a reference where it would assist in explaining or addressing an aspect of the application that may otherwise require clarification.

English language requirements: The Faculty does not require IELTS or TOEFL results at the application stage. However, applicants should note that such results may subsequently be required for visa applications and/or by the host institution.

Guidance on completing the application form

(a) Preferred institutions (if any)
- Applicants may choose up to 5 options from the Faculty of Law's list of partner institutions, ranked in order of preference.
- When selecting and ranking preferred institutions, applicants should:
  - consider their cGPA and LawGPA;
  - conduct thorough research on the institutions and identify courses, academic strengths and faculty members that align with their interests.
- Applicants who are open to studying in a range of destinations should reflect this in their ranked choices. For example, an applicant who is willing to study in Canada, the United States, Australia and New Zealand should include institutions from those jurisdictions among their preferences.
- Applicants should include only institutions that they would genuinely be willing to attend. If an offer is made for an institution that the applicant has ranked, including a lower-ranked option, the applicant is generally expected to accept the offer. Accordingly, applicants should not list institutions that they would be unwilling to attend. For example, an applicant who would only consider two institutions should list only those two institutions.
- Applicants who select "Not willing to negotiate" will not be considered for alternative institutions if their listed preferences are full or otherwise unsuitable.

(b) Preferred study period (if any)
- Applicants may choose to go for one semester or, if permitted by the host institution, for a full academic year.
- For **Australian and NZ universities**, the study period can be divided into:
  - February to June (i.e., 1st semester);
  - July to November (i.e., 2nd semester); and
  - February to November (i.e., full-year).

  Example: If students wish to apply for the University of Auckland in its 2nd semester (July to November), please select "1st semester" on the application form.

(c) Applications for both the Faculty-based Exchange Programme and HKUWW
- Applicants applying to both programmes should indicate their combined ranking of preferred institutions and preferred study period on the application form for the Faculty-based Exchange Programme.

HKUWW

Please refer to the requirements specified by the IAO.

VSS

Applications are open only to LLB and integrated double-degree students who rank within the top 10% of their respective cohorts at the close of applications.

Applicants must submit:

(1) a completed VSS online application form (which is separate from the Faculty-based Exchange Programme application form). Applicants should indicate their preferred institution(s), including Hertford College and/or Gonville and Caius College, where applicable;

(2) a C.V.;

(3) a personal statement of no more than 200 words explaining the applicant's motivation for participating in the VSS and their choice of institution; and

(4) where applicable, a study plan if the applicant intends to defer studies.

References: References are neither required nor encouraged. However, applicants may include a reference where it would assist in explaining or addressing an aspect of the application that may otherwise require clarification.

English language requirements: The Faculty does not require IELTS or TOEFL results at the application stage. However, applicants should note that such results may subsequently be required for visa applications and/or by the host institution.

C. Accepting an offer

On the date the results are released, successful applicants will receive an offer email from the Faculty of Law Exchange Team. The email will contain important information, including any required documents, deposit payment and relevant deadlines. Students should read the email carefully and comply with all instructions.

At least four weeks before the host institution's course enrolment deadline, students should submit a study plan[2] and unofficial transcript to the Faculty of Law Exchange Team. This allows sufficient time for the study plan to be reviewed and approved and for any subsequent credit transfer application to be processed.

Before departing for the host institution, students must obtain approval for a Leave of Absence through the Faculty of Law Exchange Team by the following deadlines:

- August 31 for full year exchange and 1st semester exchanges;
- January 15 for 2nd semester exchanges.

[2] The form of study plan is available for download from the Faculty's Outgoing Exchange Programme webpage.

D. Declining an offer

The Faculty of Law Exchange Team works extremely hard and with great care to ensure the fairest possible allocation of exchange places among many eligible applicants. Given the competitive nature of the process, applicants may not always receive their first or second choice of institution; some may be offered their fifth choice. Students who indicate willingness to negotiate may be offered a place at a partner institution not included on their list.

The allocation decision of the Faculty of Law Exchange Team is **final**. Requests for reallocation or reconsideration will not be entertained.

Applicants may withdraw their application at any time **prior** to accepting an offer.

An applicant who declines an offer for a host institution included among their stated preferences will **not** receive another offer and will **not** be eligible to participate in any subsequent round for the same academic year.

Any applicant who withdraws **after** accepting an offer will forfeit their deposit unless:

- the withdrawal is made as soon as reasonably practicable; and
- the Director of Exchange (Outgoing) is satisfied that the reason for withdrawal is valid and beyond the student's reasonable and foreseeable control. For the avoidance of doubt, taking up employment opportunities or concerns regarding academic performance will not be regarded as reasons beyond an applicant's reasonable and foreseeable control.