



OFFICE OF ACADEMIC LINKS
THE CHINESE UNIVERSITY OF HONG KONG

Verification of Full-Time Enrollment

Part 1 – Personal Particulars (To be completed and returned by student within two months after arrival at host institution or right after course registration, whichever comes first. Students are required to complete this form for each term.)

Name: _____ CUHK Student No.: _____

Status at CUHK: ☐ Postgraduate ☐ Undergraduate (New Curriculum) Exchange Period: ☐ Summer ☐ Term 1 ☐ Term 2 ☐ Year

Course Enrollment:

Course Code	Course Title	Units/Credits (At Host Institution)	Units/Credits (Equivalent to CUHK) #
Total No. of Units/Credits (Equivalent to CUHK)			

Refer to the following pages for details.

Declaration

- I declare that the information given above is accurate.
- I understand that if I am undertaking the new undergraduate curriculum, I must enroll in a minimum of 9 units and obtain passing grades in at least 6 units of courses per term (or equivalent, except summer term). **I understand that failure to comply with the aforementioned requirements or any misrepresentation of the above information may cause complications to my graduation and/or 100% repayment of financial support under the CUHK Student Exchange Financial Aid and Scholarship Scheme (FASS).** I understand that a statement worded 'a completed academic record of this degree programme should include the academic transcript(s) from the exchange partner(s) which can be provided separately by the student' will be printed on my CUHK transcript.

Signature: _____ Date: _____

Part 2 – Verification (To be certified by Representative of International Office / Study Abroad Office)

This is to certify that the above-named student enrolled as a full-time student at

(Name of Host Institution)

from _____ and is expected to stay until _____
(DD-MM-YYYY) (DD-MM-YYYY)

Signature: _____ Institution's
Name: _____ Stamp:
Position: _____ Date: _____



Please email the completed form to your student advisor.

Americas & ISEP: Mr. Ron PANG (ronpang@cuhk.edu.hk)
Asia & Oceania: Ms. Jessica POON (jessicapoon@cuhk.edu.hk)
Europe & Africa: Mr. Clinton CHAN (clintonchan@cuhk.edu.hk)

Unit / Credit Conversion

The unit/credit conversion information stated below is for reference only. Applications for CUHK course and unit exemption are subject to the final decision and approval by the University.

I. For host institutions in Asia and Oceania / Americas

One unit/credit at CUHK is equivalent to one hour of instruction per week during a term, including lecture, tutorial, laboratory, studio, etc.

No. of Hour(s) per Week	Total No. of Hour(s) per Term	Units/Credits (Equivalent to CUHK)
1	13	1
2	26	2
3	39	3

II. For host institutions in Europe and South Africa

a) ECTS System (European Credit Transfer and Accumulation System)

Most of the institutions in Europe follow the ECTS system. The normal study load for full-time students for one academic term is 30 ECTS credits and the normal study load for one academic year is 60 ECTS credits. The suggested conversion between ECTS and CUHK credit systems is 2:1.

Normal study load for full-time students and the equivalent number of CUHK units:

	ECTS	CUHK
One term	30	15
One academic year	60	30

To meet the minimum requirement set by CUHK:

Duration	ECTS	CUHK
One term	18	9
One academic year	36	18

b) For Universitat Pompeu Fabra in Spain, the academic calendar is divided into three terms (trimester system):

Normal study load for full-time students and the equivalent number of CUHK units:

	ECTS	CUHK
One trimester	20	10
One academic year	60	30

To meet the minimum requirement set by CUHK:

Duration	ECTS	CUHK
One trimester	12	6
One academic year	36	18

c) For Stellenbosch University in South Africa:

Normal study load for full-time students and the equivalent number of CUHK units:

	South African Credit	CUHK
One term	60	15
One academic year	120	30

To meet the minimum requirement set by CUHK:

Duration	South African Credit	CUHK
One term	36	9
One academic year	72	18

d) For institutions in the UK, the following scales apply:

120-credit system

Normal study load for full-time students and the equivalent number of CUHK units:

	UK	CUHK
One term	60	15
One academic year	120	30

To meet the minimum requirement set by CUHK:

Duration	UK	CUHK
One term	35 (e.g. one 15-unit course and one 20-unit course)	9
One academic year	70 (e.g. two 15-unit courses and two 20-unit courses)	18

Additional information:

UK	CUHK
10-unit course	3
15-unit course	4
20-unit course	5

4.0-credit system

Normal study load for full-time students and the equivalent number of CUHK units:

	UK	CUHK
Course	0.5-unit course	4
	1-unit course	8
One term	2 (e.g. four 0.5-unit courses)	16
One academic year	4 (e.g. eight 0.5-unit courses)	32

To meet the minimum requirement set by CUHK:

Duration	UK	CUHK
One term	1 (e.g. two 0.5-unit courses)	8
One academic year	2 (e.g. four 0.5-unit courses)	16