

Enquiry about Course Equivalence

Please complete and return this enquiry form together with the required documents¹ to your **major department** for verification of your information and onward submission to the English Language Teaching Unit (ELTU) for consideration. Direct submissions from individual students are not accepted.

Name: (in English) _____ (in Chinese) _____ Student I.D. No.: _____

HK Contact Tel. No.: _____ E-mail: _____

Major / Programme Code: _____ Faculty: _____ Year of Admission: 20 ____ - ____

Admission Level: LS6(E) Advanced Standing Senior Year Intake

Expected Graduation Year & Term: _____ Details checked by major programme: _____

Department Chop _____

External Course(s) (Please submit a separate form for each enquiry.²)

University / Institution: _____

Course Code	Course Title	No. of units/credits	Total no. of contact hours	Year of completion

ELTU Equivalence

Course Code	Course Title	No. of units/credits	Total no. of contact hours

Signature of student: _____ Date: _____

<i>For ELTU office use only</i>	
Recommendation:	Recommended ³ / Not Recommended
Remarks:	_____

Signature:	_____ Date: _____

Notes:

- All course details and documents listed below must be provided and attached to this enquiry form. The course details must be clearly xeroxed from the original handbook / prospectus or downloaded from the homepage of the host institutions. Enquiries with incomplete information or insufficient documentation will not be processed.
 - Course description** of at least 50 – 100 words (with course code and course title of the external course);
 - Number of units / credits;**
 - Total number of contact hours;**
 - Weekly teaching schedule** (a detailed schedule showing the topics covered week by week);
 - Assessment criteria** (list of assignments, tests, exams with details and their weighting); and
 - Official transcript** showing the course grade obtained upon completion of the course (if available).
- If multiple external courses are indicated on the same enquiry form, you are expected to complete all of the indicated external courses in lieu of one course offered by the English Language Teaching Unit.
- The course is considered to be equivalent in principle. After the completion of the external courses, you should submit an official application for course and unit exemptions together with all course details and a copy of this form via CUSIS. Please refer to the Registration and Examinations Section website for details. Final decision of the course and unit exemptions will rest on the final course content and final grade obtained.