Hong Kong, China City University of Hong Kong
IAP Academic Notes – Spring 2015

Please refer to your IAP Study Abroad Handbook for a complete list of UW policies. These academic notes supply additional information specific to your program.

City University of Hong Kong – Information for Exchange Students (including coursework):
http://www.admo.cityu.edu.hk/exchange_visiting/exchange
http://www.cityu.edu.hk/meao/ies_introduction.htm

Registration
IAP will register you for a special “Study Abroad Course” for the term(s) you will be studying abroad; therefore, it is not necessary for you to register on the UW-Madison campus. This is a temporary registration, which will be converted into graded UW-Madison credit after the completion of your program.

Equivalents and Course Equivalent Request (CER)
Each course you take abroad must be assigned a UW-Madison “equivalent” and the grade you receive in the course also transfers back to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER) through your My Study Abroad account. The deadline to submit the CER is by the end of the fourth week of classes (not including pre-session terms). Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook and in your My Study Abroad account under the academics tab.

Please note that every course you take abroad must be awarded an equivalent UW course. There are no exceptions. It is important to start the equivalent process as soon as possible to avoid any delay in posting your study abroad courses to your UW Madison transcript.

Limits and Load
Students are expected to enroll in a full-time academic program. City University expects you to enroll in 12-18 credits per semester, which is in line with UW-Madison standards.

Courses and Registration
Students are able to take coursework from most areas at City University.

Cantonese (Yue) is primarily spoken in Hong Kong, despite Mandarin (Putonghua) Chinese being China’s official language. Students can take Chinese courses, either in Mandarin or Cantonese. Mandarin courses can receive equivalencies for the UW-Madison Chinese language sequence in the East Asian Languages and Literature (EALL) Department. Cantonese coursework can be taken and students can receive elective credit in the EALL Department, but it will not count in sequence. This means that a student who was already taking Mandarin at UW-Madison could not get credit for the next course in sequence if they took a Cantonese course while in Hong Kong. Similarly, a
student who begins Chinese through Cantonese in Hong Kong would need to start again with the first semester of Chinese if they decided to continue the language once back at UW-Madison.

**Pass/Fail/Drop/Audit**

Please refer to the IAP Study Abroad Handbook for Academic Policies. A Pass/Fail form as well as the due date for Pass/Fail submission can be found in the Academics tab of your My Study Abroad account.

**Credits**

IAP has established a conversion scale for translating credits from the University of Hong Kong to UW-Madison. Credits are transferred at a 1:1 rate, so a 3 credit course at City University would be worth 3 UW credits.

**Grades and Grade Conversions**

The grading conversion scale from the City University of Hong Kong to UW Madison is the following:

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<thead>
<tr>
<th>CityU Grade</th>
<th>UW-Madison Grade</th>
</tr>
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<tbody>
<tr>
<td>A+, A</td>
<td>A</td>
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<tr>
<td>A-, B+</td>
<td>AB</td>
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