

Application for Credit Transfer/ Exemption

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____ Student No.

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Programme Code

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 Stream

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Programme Title _____ Mode of Study Full-time Part-time

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II. APPLICATION FOR CREDIT TRANSFER/ EXEMPTION (see note 1 overleaf)

Item No.	Subject(s) applying for credit transfer/ exemption		Claiming credit transfer/ exemption on the basis of the following qualifications				
	Subject Code	Subject Title	Name of Examination/ Award Obtained	Subject(s) Taken	No. of Credit(s)	Grade Obtained in Last Attempt	Year of Completion of Subject
1							
2							

As of today, I have been granted transfer of _____ credits for meeting the requirements of my current programme. I declare that the information provided by me in this application is complete and true to the best of my knowledge and the grade(s) used for the application was/ were attained in the last attempt of my previous study. I authorise the College of Professional and Continuing Education (CPCE) to approach the respective institution(s) to verify the information provided by me in this application where necessary. I also understand that any false information given in this application will result in nullification of the application or approval.

Signature of Student _____ Date _____

III. FOR OFFICE USE ONLY

Item No.	Recommendation of Subject Hosting Division			Decision of Programme Administrative Hosting Division		
	Subject Code	Recommendation (please tick one of the below options as appropriate)	Recommendation by Discipline Team Leader (sign and date below)	Support by Division Head (sign and date below)	Endorsement by Programme Leader (sign and date below)	Approval by Division Head [for accepted cases only] (sign and date below)
1		<input type="checkbox"/> Accepted for credit transfer <u>without</u> grade <input type="checkbox"/> Accepted for credit transfer <u>with</u> grade <input type="checkbox"/> Accepted for exemption <input type="checkbox"/> Rejected				
2		<input type="checkbox"/> Accepted for credit transfer <u>without</u> grade <input type="checkbox"/> Accepted for credit transfer <u>with</u> grade <input type="checkbox"/> Accepted for exemption <input type="checkbox"/> Rejected				

(For credit transfer only) The student has transferred _____ credits in total and does not exceed the maximum no. of credits that can be transferred. For degree programmes, the student is still required to complete at least 60 credits in order to be eligible to graduate after being given the credit transfer.

(For approved credit-transfer case) Fees paid on _____ and computer record updated by _____ on _____

Notification sent to student by _____ on _____

NOTES TO STUDENTS

1. Students who wish to apply for credit transfer / subject exemption are required to submit application **upon their initial enrolment on the programme, or before the end of the add/ drop period of the first semester of the first year of study**. Application submitted in other periods will not be considered.
2. **(a) Credit Transfer**
 - Students may be granted credit transfer for recognised previous study and the credits will be counted towards meeting the credit requirement for the award.
 - Students shall not be granted credit transfer for more than 67% of the total credits required for the award if the credits have been gained from within PolyU/ CPCE, or for more than 50% if the credits have been gained from other institutions. In cases where both types of credits are transferred, not more than 50% of the required number of credits for the award may be transferred.
 - If the credits have been gained from within PolyU/ CPCE, grades may be given for the transferred credits.
 - *(For degree programmes only)* Since PolyU-SPEED award programmes are articulation degree programmes with a reduced curriculum, students normally should not be given credit transfer for any required General University Requirement (GUR) subjects, and they are required to complete at least 60 credits (excluding Language and Communication Requirement subjects under GUR and foundation subjects, if any) to be eligible for award.
 - All credit transfers approved will take effect only in the semester for which they are approved. A student will only be eligible for graduation at the end of that semester, even if the granting of the credit transfer will immediately enable the student to satisfy the total credit requirement for the award.
 - The validity period of subject credits earned is eight years starting from the year in which the subject is completed. Credits earned from previous studies should remain valid at the time when the student applies for credit transfer.
 - The subject grade(s) used in the application should be attained in the last attempt of the previous study, if more than one attempt of study is involved.
 - Students should not be granted credit transfer for a subject which they have attempted and failed in their current study, unless the subject was taken by the students as exchange-out students in their current programmes.
 - For successful cases, a credit transfer fee of **HK\$145** per credit will be charged. Students will receive a debit note for settling the fee. If you fail to settle the fee by the last day for payment as specified in the debit note, the approval of the application will be declared null.
- (b) Exemption**
 - Students may apply for exemption from taking certain subjects if they have successfully completed similar subjects previously in another programme. However, they should note that the credits associated with the exempted subject would not be counted towards the credit requirement for award. It will therefore be necessary for the students to take another subject in order to satisfy the credit requirement for the award.
 - For approved exemption, student should register a replacement subject. They should consult the (Assistant) Programme Leader for the replacement subject to be taken.
3. The application procedures are as follows:
 - i. complete Sections I and II of this form
 - ii. return the completed form **with a copy of the documents in support of the qualifications on the basis of which credit transfer and/ or exemption is claimed** to the General Office of the Programme Administrative Hosting Division concerned. **Original documents** should be produced for verification, when required.
4. You will normally be notified of the application result in writing within 14 working days from the date of submission.
5. The information given in this form will only be used for processing this application.

General Offices of Academic Divisions

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