

### Application for Transfer of Study

Please read the notes overleaf before completing this form.

#### I. PARTICULARS OF STUDENT

Name \_\_\_\_\_

Student No. 

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Current Programme Title \_\_\_\_\_

Programme Code 

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 - Stream Code 

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Contact No. \_\_\_\_\_ Mode of Study  Full-time  Part-time

Are you a non-local student requiring visa/ permit to stay in Hong Kong?  Yes  No

#### II. TRANSFER DETAILS

(a) I wish to apply for transfer of study to \_\_\_\_\_ at **HKCC/ SPEED** \*  
(Programme Title)

with effect from Semester **One/ Two/ Summer Term** \* in the Academic Year 20\_\_ / \_\_.

Programme Code 

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 - Stream Code 

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 Mode of Study: **Full-time/ Part-time** \*

(b) Reason(s) for transfer (use separate sheets where necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### III. MEETING WITH PROGRAMME LEADER OR ACADEMIC ADVISOR

- Academic counselling has been sought from the following Programme Leader of the new programme/ my Academic Advisor.

Name of Programme Leader/ Academic Advisor \*: \_\_\_\_\_

#### IV. DECLARATION OF STUDENT

- I declare that all the information and materials submitted for the application of transfer of study are true and correct to my best knowledge.
- I declare that I **have/ do not have** \* any outstanding issue(s) under consideration by the College of Professional and Continuing Education (e.g. outstanding appeal case, disciplinary case, application for late assessment, etc.).
- I agree that while I may apply for transfer of study more than once, I shall not be approved to be transferred back to any programme(s) I have ever enrolled before.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

#### V. FOR OFFICE USE ONLY

- This application is **supported / not supported** \* by Programme Leader of Transfer-in Programme

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Name: \_\_\_\_\_)

- This application is **approved / rejected** \* by Head of Transfer-in Programme Administrative Hosting Division

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Name: \_\_\_\_\_)

- Computer record updated by \_\_\_\_\_ on \_\_\_\_\_

- Notification sent to student by \_\_\_\_\_ on \_\_\_\_\_

- (If applicable) For non-local students, notification sent to CAR by \_\_\_\_\_ on \_\_\_\_\_

## NOTES TO STUDENTS

1. A student who has not completed his/ her current programme of study may apply for transfer to another programme provided that the total period of registration does not exceed the normal duration of the original or new programme including the credits transferred from his/ her previous programme, whichever is longer. If he/ she is only eligible for transfer to the initial stage of the new programme, he/ she will be considered together with the new applicants for the programme.
2. Students should submit their applications before one of the following deadlines:
  - a. For transfer to be effective from Semester Two/ Summer Term: **one week before** the end of add/ drop period concerned
  - b. For transfer to be effective from Semester One of the following academic year: **not later than one week after** the assessment result announcement of Semester Two/ Summer Term, or before the commencement of Semester One, whichever is earlier**Late applications will not be accepted.**
3. Credit transfer and exemption may be granted if the previous subject(s) taken by the student is relevant to the new programme subject to the condition that the credits earned should remain valid at the time when the student applies for transfer of credit. The validity period of subject credits earned is eight years from the year of attainment i.e. the year in which the subject is completed. Transfer of credits should not be more than 67% of the required credits for the award if the credits are gained within PolyU/ CPCE, or not more than 50% if the credits are gained from approved institution outside PolyU. In cases where both types of credits are transferred, not more than 50% of the required number of credits for the academic award may be transferred. No credit transfer fee will be charged for successful cases.
4. The application procedures are as follows:
  - i. complete Sections I, II, III and IV of this form
  - ii. Seek academic counselling from the Programme Leader of the new programme or the Academic Advisor concerned
  - iii. submit the completed form with the relevant supporting documents, if any, to the General Office of the transfer-in Programme Administrative Hosting Division concerned
5. For non-local students whose applications for transfer of study are approved, CPCE Academic Registry will inform the Immigration Department (IMMD) of their status change. The result of application for transfer of study can only be confirmed upon IMMD's approval. You are advised to observe the notes stipulated in the section "Important Notes for Non-local Students" of the Student Handbook.
6. You will normally be notified of the result of the application in writing within one week after receipt of the completed application. You should remain in your original programme until the result of the application is released. Extra processing time may be required for the applications of the non-local students for obtaining approval from the IMMD.
7. **Once the application for transfer is approved and effected, your study place on the original programme will be cancelled and reinstatement will not be entertained.**
8. If the approval makes it necessary for the student to exchange for a new student identity card, the student is required to submit an Application for Replacement of Student Identity Card (Form CAR 16) and the replacement fee of HK\$110 will be waived.
9. The information given in this form will only be used for processing this application.

### General Offices of Academic Divisions

Division of Business and Hospitality Management (BHM)  
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