

Application for Credit Transfer/ Subject Exemption

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____ Contact Number _____ Student No.

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

Programme Code				Stream			

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

Item No.	Subject(s) applied for credit transfer/ subject exemption		Claiming credit transfer/ subject 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 out of a total of ____ credits as the credit requirement for my programme. I declare that the information provided in this application is complete and true to the best of my knowledge and the grade(s) provided in this 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 in this application where necessary. I also understand that any false information given in this application will result in nullification of the application.

Signature of Student _____ Date _____

III. FOR OFFICE USE ONLY

Item No.	Subject Code	Decision of Programme Administrative Hosting Division per the recommendation in the Processing Form (CAR20a) [to be completed by (Assistant) Programme Leader]			
		Decision <i>(please tick the box as appropriate)</i>	Name	Signature	Date
1		<input type="checkbox"/> Approved for credit transfer <u>without</u> grade <input type="checkbox"/> Approved for credit transfer <u>with</u> grade <input type="checkbox"/> Approved for subject exemption <input type="checkbox"/> Rejected			
2		<input type="checkbox"/> Approved for credit transfer <u>without</u> grade <input type="checkbox"/> Approved for credit transfer <u>with</u> grade <input type="checkbox"/> Approved for subject exemption <input type="checkbox"/> Rejected			

(For approved credit transfer case) Approved credits to be transferred in this application, together with those previously approved (if any), will not exceed the maximum no. of transferrable credits. The total no. of credits required for this student is _____. For degree programmes, students are still required to complete **at least 60 credits (excluding LCR & foundation subjects)** after credit transfer granted.

Checked by _____ on _____

(For approved credit transfer case) Fees paid 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 **should not be given credit transfer for any required General University Requirements (GUR) subjects** [unless they are admitted on qualifications more advanced than Associate Degree/ Higher Diploma and have also completed comparable components in their earlier studies], and they are in any case **required to complete at least 60 credits** [excluding **Language and Communication Requirements (LCR)** subjects under GUR, and foundation subjects, if any] in order to be eligible for the 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) Subject Exemption**
 - Students may apply for subject 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 subject 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 document(s) in support of the qualifications on the basis of which credit transfer and/ or subject exemption is claimed** to the CPCE Academic Registry. **Original document(s)** 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 and/ or statistics purposes.

CPCE Academic Registry

For Degree programmes

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Email: sp.car@speed-polyu.edu.hk

Telephone: 3746 0900

For Associate Degree/ Higher Diploma programmes

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Email: cc.car@hkcc-polyu.edu.hk

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