

Application for Transfer of Study

Please read the **Notes to Students** on the following pages, as well as in the Student Handbook and the relevant Scheme/ Programme Requirement Document, carefully before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Student No.

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Current Programme Title _____

Programme Code					Stream Code				

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 **transfer to the following programme** with effect from **Semester One/ Semester Two/ Summer Term*** in the Academic Year 20___ / ___.

New Programme Title _____ Mode of Study:

☐ Full-time ☐ Part-time

Programme Code					Stream Code				

(b) Reason(s) for transfer (*use separate sheets where necessary*) _____

III. MEETING WITH (ASSISTANT) PROGRAMME LEADER OR ACADEMIC ADVISOR

☐ Academic counselling has been sought from the (Assistant) Programme Leader of the new (transfer-in) programme/ the Academic Advisor.

Name of (Assistant) Programme Leader/ Academic Advisor *: _____

IV. DECLARATION OF STUDENT

☐ I declare that all the information and materials submitted for the application for transfer of study are true and correct to the best of my knowledge.

☐ I declare that I **have/ do not have** * 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 understand that once I have been transferred to another programme, I will not be allowed to transfer back to any previously enrolled programme(s).

☐ I have read carefully the Notes to Students on the following pages.

Signature of Student _____

Date [Click or tap to enter a date.](#)

V. FOR ACADEMIC STAFF AND OFFICE USE ONLY

☐ This application is **supported/ rejected** * by (Assistant) Programme Leader of New (Transfer-in) Programme

Signature _____ Date _____
(Name: _____)

☐ This application is **approved/ rejected** * by Head of New (Transfer-in) Programme Administrative Hosting Division or his/ her delegate (*for supported case only*)

Signature _____ Date _____
(Name & Position: _____)

☐ Computer record updated by _____ on _____

☐ Notification sent to student by _____ on _____

☐ (*If applicable*) For non-local students, notification sent to HKSAR Immigration Department on programme change by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. A student who has not completed his/ her current programme may apply for transfer to another programme, provided that the total period of registration does not exceed the normal duration (or the maximum period of registration for students admitted in or before 2019/20) of the current or new programme, whichever is longer. For students in their first semester of study, applications for transfer to another programme offered in the same study mode will normally not be considered.
2. Students should submit their applications before one of the following deadlines, and **late applications will not be accepted**:
 - 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:
 - for current programmes **without** mandatory Summer Term: **not later than one week after** the assessment result announcement of Semester Two of the preceding academic year;
 - for current programmes **with** mandatory Summer Term: **one week before** the end of add/ drop period of the semester concerned.
3. Credit transfer and subject 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 transfer of study cases.
4. **For Full-time 4-year Bachelor's Degree students intending to apply for UGC-funded study places via non-JUPAS**

 Full-time 4-year bachelor's degree students intending to apply for UGC-funded study places via non-JUPAS should submit their applications for transfer of study to sub-degree programmes **one week before the end of the add/ drop period of the second semester in their first year of study. Late applications will not be accepted.**
5. Mechanism of Transfer of Study

	<u>Non-clear-cut Transfer</u>	<u>Clear-cut Transfer</u>
Category	Transfer of study of the following: (A) among programmes within each of the top-up / Full-time 4-year Bachelor's Degree (BD) schemes, except for: (i) <i>Bachelor of Science (Honours) Scheme in Applied Sciences</i> (ii) <i>Bachelor of Science (Honours) Scheme in Health Studies, Information Systems and Data Science</i> (B) among programmes within each of the Associate Degree (AD) / Higher Diploma (HD) schemes, except for: (i) <i>Associate Degree Scheme in Humanities and Communication</i> (ii) <i>Associate Degree Scheme in Science and Technology</i> (iii) <i>Higher Diploma Scheme in Engineering</i> (C) between the designated AD and Full-time 4-year BD programmes in the same discipline* <i>* Students should consult the respective Programme Leaders before application to confirm whether the two programmes concerned are in the same discipline.</i>	All other transfers of study excluding those designated under Non-clear-cut Transfer.
Student Identity Number	Retain the same student identity number.	

	<u>Non-clear-cut Transfer</u>	<u>Clear-cut Transfer</u>
Programme Curriculum	Follow the latest programme curriculum defined in the academic year/ semester in which the student was admitted to the existing scheme.	Follow the programme curriculum defined in the academic year/ semester of the transfer.
Duration for Completion of Programme	The normal programme duration (or the maximum period of registration for students admitted in or before 2019/20) counting from the time the student first registered with the programme or the programme within the individual scheme. The deferment period will not be counted towards the total period of registration.	
Academic Probation	Academic probation status carried from the original programme is applicable.	Academic probation status carried from the original programme is not applicable.
Disciplinary Probation	Disciplinary probation status carried from the original programme is applicable.	
GPA Calculation	All subjects studied including those approved for credit transfer under the original programme will be included in the cumulative, weighted and award GPA calculations of the new programme.	Normally, the subjects passed in the original programme including those approved for credit transfer which are relevant to the new programme in fulfilling the graduation requirements will be carried forward to the new programme based on the mechanism for credit transfer and be included in the cumulative, semester, weighted and award GPA calculations.
Credit Transfer	Transfer of credits for relevant subjects to the new programme is not required.	Transfer of credits for attained subjects relevant to the new programme will be carried out automatically; credit transfer fees associated with programme transfer will be waived.
Transcript	The academic results of the original programme and the new programme will be presented within the same transcript.	The academic results of the original programme and the new programme (including transferred credits) will be presented individually within the same transcript.

6. The application procedures are as follows:
 - i. Complete Sections I, II, III and IV of this form.
 - ii. Seek academic counselling from the (Assistant) Programme Leader of the new (transfer-in) programme or the Academic Advisor concerned.
 - iii. Submit the completed form with the relevant supporting documents, if any, to the CPCE Academic Registry.
7. For **non-local** students whose applications for transfer of study are approved, the CPCE Academic Registry will inform the HKSAR Immigration Department (IMMD) of their programme 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 Students Holding Visa / Entry Permit to study in Hong Kong**" of the Student Handbook.
8. You will normally receive written notification of the application result **within one week** from the application deadline. You should remain in your current programme until the result of the application is released and the transfer has been effective. Extra processing time may be required for the applications of the non-local students for obtaining approval from the IMMD.
9. **Once the application for transfer is approved and effected, your study place on the current programme will be cancelled and reinstatement will not be entertained.**
10. If the approval makes it necessary for the student to exchange for a new Student ID Card, the student is required to submit an application for Replacement of Student Identity Card (**Form CAR 16**) and the replacement fee will be waived.
11. The information given in this form will only be used for processing this application and/ or statistical purposes.

Submission Method:	Email:	cpce.ar@cpce-polyu.edu.hk
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