

## Application for Credit Transfer/ Subject Exemption

Please read the notes overleaf before completing this form.

### I. PARTICULARS OF STUDENT

Name \_\_\_\_\_ Contact Number \_\_\_\_\_ Student No. \_\_\_\_\_  
 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 required 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 ACADEMIC STAFF AND OFFICE USE ONLY

Item No.	Subject Code	Decision of Programme Administrative Hosting Division [to be completed by (Assistant) Programme Leader] (Recommendation to be provided via Processing Form CAR20a for each subject)			
		Decision (please tick the box as appropriate)	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) Approved credits, 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 undergraduate degree programmes, students are still required to complete **at least 60 credits (excluding LCR, foundation & Adjunct English subjects)** after credit transfer.

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 programme enrolment, or before the end of the add/ drop period of the first semester of study**. Applications submitted at other times 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 requirements for the award.
  - Credit transfer from undergraduate studies to postgraduate studies will be allowed on the condition that these credits were on top of the baccalaureate requirements.
  - 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 were gained from within PolyU/ CPCE, grades may be given for the transferred credits.
  - Students of the undergraduate degree programmes **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].
  - Students of the undergraduate top-up degree programmes **are required to complete at least 60 credits** [excluding **Language and Communication Requirements (LCR)** subjects under GUR, foundation subjects and Adjunct English subject, if any] in order to be eligible for the award.
  - All approved credit transfers 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 multiple attempts were made.
  - 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 to settle the fee. If you fail to settle the fee by the payment deadline as specified in the debit note, the approval of the application will be declared null. **All fees paid are non-refundable and non-transferable.**
3. The application procedures are as follows:
  - i. Complete Sections I and II of this form.
  - ii. Submit 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. If it is found that false document has been provided, the students concerned may be subject to disciplinary action(s).
4. You will normally receive written notification of the application result 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 statistical purposes.

Submission Method:	Email:	<a href="mailto:cpce.ar@cpce-polyu.edu.hk">cpce.ar@cpce-polyu.edu.hk</a>
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