

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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Original 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 apply for transfer of study to the following programme with effect from Semester **One/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 of transfer of study are true and correct to my best 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 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.
- I have read carefully Notes to Students on the following pages.

Signature of Student _____

Date _____

V. FOR 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 _____

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 (or maximum period of registration for students admitted in or before 2019/20) of the original or new 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, 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 original programmes **without** mandatory Summer Term: **not later than one week after** the assessment result announcement of Semester Two of the preceding academic year;
 - for original 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. Mechanism of Transfer of Study

	<u>Category 1</u>	<u>Category 2</u>
Category	Transfer of study among programmes within each of the Degree schemes and the following Associate Degree/ Higher Diploma schemes: (i) Associate Degree Scheme in Business (ii) Associate Degree Scheme in Applied Social Sciences (iii) Associate Degree Scheme in Design	All other transfers of study excluding those designated under Category 1
Student Identity Number	Retain the same student identity number.	
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 respective Degree schemes or Associate Degree/ Higher Diploma schemes. 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.	

	<u>Category 1</u>	<u>Category 2</u>
GPA Calculation	All subjects studied including those approved for credit transfer under the original programme will be included in the cumulative 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 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.

5. 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.
6. 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 Non-local Students**" of the Student Handbook.
7. You will normally be notified of the result of the application in writing **within one week** from the application deadline. You should remain in your original 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.
8. **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.**
9. 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 of HK\$110 will be waived.
10. 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 S1201, 12/F, South 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

Telephone: 3746 0900