

### Application for Credit Transfer / Module Exemption

填寫本表格前，請先參閱下一頁的「申請須知」。Please read the 'Application Guide' on the next page before completing this form.

#### 第一部份：由申請人填寫 Part I: To Be Completed by Applicant

##### 1. 個人資料 Personal Particulars :

姓名 Name

英文 English \_\_\_\_\_

中文 Chinese \_\_\_\_\_

學生編號 Student No \_\_\_\_\_

課程編號

Programme Code \_\_\_\_\_

課程名稱 Programme Title \_\_\_\_\_

電郵地址 E-mail Address \_\_\_\_\_

聯絡電話 Tel No. \_\_\_\_\_

##### 2. 申請學分轉移／豁免之單元 Module(s) to Apply for Credit Transfer / Exemption:

	單元編號 Module Code	單元名稱 Module Title	學分 Credit Value	申請 <sup>^</sup> Applying for <sup>^</sup>			
				學分轉移 Credit Transfer		單元豁免 Module Exemption	
				理據 Justification:		理據 Justification:	
				曾修讀相同單元 Identical Module Previously Completed	相若學業成就 Comparable Academic Achievements	相關經驗 Relevant Experience	其他合理理由 Other Justifiable Grounds
(a)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>^</sup> 請參考「申請須知」第 1 項，並在適當的方格填上✓號。Please refer to Item 1 of the 'Application Guide' and ✓ the appropriate box

本人已閱讀下一頁的「申請須知」並同意遵守該等規則。I have read the 'Application Guide' on the next page and agree to conform to the relevant regulations.

學生簽署 Signature of Student \_\_\_\_\_

日期 \_\_\_\_\_

#### 第二部份：只限職員專用 Part II: For Office Use Only

1. <input type="checkbox"/> Document copies verified	Staff Name & OU _____	Signature _____	Date _____
2. <input type="checkbox"/> Application fee received	Staff Name & OU _____	Signature _____	Date _____

3. To be completed by Module Leader(s)/Coordinator(s)  
(or Programme Leader/Coordinator for modules without Module Leaders):

Recommendation for Application in Part I (2)			Staff Name & OU	Signature	Date
Credit Transfer#	Module Exemption	Not Recommended and Reason			
(a) <input type="checkbox"/> Code _____ Mark _____	<input type="checkbox"/> By academic/experience grounds <input type="checkbox"/> By other grounds				
(b) <input type="checkbox"/> Code _____ Mark _____	<input type="checkbox"/> By academic/experience grounds <input type="checkbox"/> By other grounds				
(c) <input type="checkbox"/> Code _____ Mark _____	<input type="checkbox"/> By academic/experience grounds <input type="checkbox"/> By other grounds				
(d) <input type="checkbox"/> Code _____ Mark _____	<input type="checkbox"/> By academic/experience grounds <input type="checkbox"/> By other grounds				
(e) <input type="checkbox"/> Code _____ Mark _____	<input type="checkbox"/> By academic/experience grounds <input type="checkbox"/> By other grounds				

# Please input the code (if different) of the VTC module previously completed, OR the mark (out of 100) of the non-VTC module previously completed

4. To be endorsed by Programme Leader/Coordinator (for Vocational Modules)  
and/or Designated Person(s) appointed by relevant AD(s) (for Generic Modules)  
and/or Chairperson of Module Board (for Enrichment Modules):

Endorsement for Recommendation in Part II (3)		Staff Name & OU	Signature	Date
Endorsed	Not Endorsed and Reason			
(a) <input type="checkbox"/>				
(b) <input type="checkbox"/>				
(c) <input type="checkbox"/>				
(d) <input type="checkbox"/>				
(e) <input type="checkbox"/>				

5. To be approved by HoD (for NHD and DFS)  
or Chairperson of Programme Board (for DVE and Cert/Dip/PC/PD at QF Levels 1-4):  
(NB.: Please note the Credit Transfer and Module Exemption ceiling requirements stated in respective GARs. For programmes supported by SRS-MAP, a report function "Credit Transfer/Exemption Report (MSMP02207R)" is available to facilitate checking.)

The recommendation(s) made by the Programme Leader/Coordinator and/or relevant Designated Person(s) in Part II (4) is/are:

All approved

Approved **except** the following (please give the module code(s) and reason(s)):

\_\_\_\_\_

\_\_\_\_\_

Not approved (please give reason(s)):

\_\_\_\_\_

\_\_\_\_\_

Staff Name & OU \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

6.  Record system updated

Staff Name & OU \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

7.  Student informed of the result / arrangement

Remarks, if any: \_\_\_\_\_

Staff Name & OU \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 申請須知

1. 如申請人曾修讀相同單元，則可申請學分轉移（考獲之單元等級／分數，將計入現正修讀之課程）；如申請人持有相若學業成就、或具備相關經驗，及／或提出其他合理理由（如殘障、特殊教育需要等），則可申請單元豁免（獲豁免單元之等級／分數，不會計算在所修讀課程之總成績內）。**現正修讀課程之每個單元，只可申請學分轉移或者單元豁免，申請人於申請前應諮詢相關單元老師。**
2. 如有需要，學院或會要求申請人參加單元豁免評核。
3. 各課程可獲學分轉移或豁免修讀的單元數目，均設有上限。
4. 遞交申請表時，申請人必須提供相關證明文件的**副本一份**，以及**帶同正本**以供核實。
5. 申請的截止日期由相關部門／中心／辦事處決定，或定為第二個上課週結束前，以較早者為準。
6. 如未能提供足夠證明，或於截止日期後提出的申請，概不受理。
7. 申請費以最新公佈為準，已繳費用概不發還。
8. 申請結果公佈前，申請人應出席相關課堂及參予相關單元評核。
9. 相關部門／中心／辦事處之決定為最終決定。

## Application Guide

1. Credit transfer may be granted for identical modules previously completed, where the grades/marks of the modules will contribute towards the award of your current programme. Module exemption may be granted for comparable formal academic achievements, relevant experience, and/or other justifiable grounds (e.g. disabilities, special education needs, etc.), where the grades/marks, if any, of exempted modules will not contribute towards the award of your current programme. **For each module in your current programme, only EITHER credit transfer OR module exemption can be applied. The applicant should consult the relevant module teacher for advice before applying.**
2. Where required, assessments may be conducted for consideration of granting module exemption.
3. Granting of credit transfer/module exemption is subject to a limit of the respective programme.
4. When submitting the application, the applicant should bring with himself/herself the **original evidence documents** accompanied with one **photocopy of each document** for verification. The responsibility of providing all necessary evidence rests with the applicant.
5. The deadline for submitting the application is to be advised by the Department/Centre/Office concerned, or the end of Week 2 since commencement of classes, whichever is the earlier.
6. Application without providing necessary evidence or beyond the application deadline will not be considered.
7. An application fee in accordance with the prevailing rate applies. Any fee paid will not be refunded.
8. Before announcement of the application result, the applicant should attend relevant classes and assessments of the module(s) concerned.
9. The decision of the Department/Centre/Office concerned is final.

---

## Notes to Students

1. **A non-refundable fee**
2. Complete the application form and submit it to the Campus Secretariat (Room C315). Please bring along the original and one copy of your evidence documents for verification. You may be required to show your HKID Card/Student ID Card.
3. Pay the necessary fee according to the payment procedures stated on the Payment Advice by the due date. If no payment is received by the due date, the application will not be further processed. If you later on want to re-apply, you are required to submit a new application.
4. Applicants must attend classes before exemption is granted. Your attention is drawn to Section 7.3 – Credit Transfer and Module Exemption of the IVE(Tsing Yi) Student Handbook.
5. Please refer to Point 5 of the Application Guide at Page 2 for the application deadline.
6. Provision of false information may result in de-registration from the Programme.

