



學分承認/豁免修讀學科/學分轉移申請程序及須知  
Procedure/Important Notes for Application for  
Advanced Standing/Course Exemption/ Credit Transfer

1. 學生如欲申請學分承認/豁免修讀學科/學分轉移，基本條件為曾於學院或學院承認之本地或海外院校成功修畢同級或更高程度之課程。唯學分能否獲得承認/豁免/轉移/，將由學務規則委員會與有關學系部門及 / 或課程委員會商議後決定。
2. 在一般的情況下，只有持有入讀學院課程前八年內修畢之大專程度課程之學分的學生方可被考慮獲得學分承認/豁免修讀學科/學分轉移。
3. 任何科目的學分承認/豁免修讀學科/學分轉移，最高限額為該課程所定學分總數的百分為五十。不論獲承認/豁免/轉移的數目，學生必須繳交該課程的全部學費。
4. **學分承認**：學生入讀學院課程前，如曾在本院或其他院校完成一個認可課程，可獲批學分承認（又稱為「整體學分轉移」）。學分承認獲批准後，所承認的學分將會轉移至申請人入讀的課程，而申請人在該課程內所被要求修讀的最低學分亦相對減少。已獲批准學分承認的學生可縮減修業期限。學生獲學分承認後於就讀本院課程期間不能夠再以其入讀課程前之資格申請個別科目的學分轉移或科目豁免。  
  
**豁免修讀科目**：學生在其他院校所修畢之科目，若獲視為與課程所需之科目相等或接近，可獲批豁免修讀科目，而學分亦可獲轉移。若學分不獲豁免，學員需修讀另一科目，以累積畢業所需的學分，獲豁免科目的成績不會顯示於成績報告表。學生的成績報告表將列出在本院修讀的另一科目及該科目之評級，並計算在平均積點內。所轉移之學分於畢業時適用，並計算在平均積點內。  
  
**學分轉移**：學生在學院所修畢之科目，或在其他院校修畢獲視為與課程所須之科目相等，可獲批學分轉移。若申請獲批，學生的成績報告表將列出獲得轉移學分之科目，但不會列出在其他院校修畢的科目及該科目之評級。所轉移之學分於畢業時適用，但不會計算在平均積點內。
5. 學生於遞交申請表格前，可向該課程的課程主任或負責教授該科目的學系查詢。
6. 學生必須將填妥的豁免修讀學科/學分轉移申請表，於每個學期開始前最少兩星期內，連同有關申請之學歷成績報告表(或認證副本)\*及科目大綱一併交回教務處。遲交或缺少有關文件之豁免修讀學科/學分轉移申請將不予受理。學院會於開課前回覆。
7. 申請費用：每科 HK\$50。申請成功與否，已付費用不予退還。

1. Only qualification of an equivalent or higher level studies at the College, local or overseas institutions will be considered for advanced standing, course exemption and credit transfer. Applications for advanced standing, course exemption and credit transfer are to be approved by the Academic Regulations Committee in consulting with relevant Programme Committee and/or academic departments.
2. Normally, only students holding post-secondary qualifications obtained from tertiary level studies or other equivalent studies completed within the past eight years prior to the year of admission to the programme will be considered for granting advanced standing, course exemption and credit transfer.
3. The number of credit points from advanced standing/exempted/transferred will not exceed 50% of the total credit points of the programme. Tuition fee has to be paid in full, irrespective of the number of courses being exempted or credits transferred.
4. **Advanced standing** (also known as 'Block Credit Transfer') will be granted to applicants who have already completed a recognized and relevant programme at the College or other institution before admission to the College's programme. Upon approval for advanced standing, the credits obtained from the recognized courses will be transferred to the programme of study and the minimum programme requirements in credits will be reduced. Students may be allowed to complete the programme within a shorter period of time if so determined by the College. Students who are admitted with advanced standing will not be eligible for credit transfer or course exemption at a later stage on the basis of their entry qualifications. Students are still required to pay the full tuition fee.

**Course Exemption** is granted to a student for course(s) completed in other institutions, which may be considered equivalent or comparable with the course(s) required by the programme. If the application is approved for the exempted course(s) and credits are granted by the exempted course(s), the student will be exempted from taking the course(s) and will need to take course(s) of the same credit units as replacement. The grade(s) received for the course(s) taken for the programme are shown in the transcript and counted towards the calculation of Programme GPA. The numbers of credit units exempted are recorded on the transcript.

**Credit Transfer** is granted to a student for equivalent course(s) completed in previous studies at the College or studies in other institutions during his/her study of the programme at the College and will be exempted from taking them. The numbers of transferred credit units are recorded on the transcript, but the grade(s) of the course(s) completed at other institutions shall not be shown on this transcript and not be included in the calculation of the Programme GPA.

5. Before submitting the application form, students can consult the Programme Leader/Programme Co-ordinator or the relevant teaching Department of that course.
6. Students should submit the completed applications forms to the College preferably two weeks before the beginning of the new semester. When submitting applications, students please attach transcripts (of certified true copies)\* and course outline of the course claimed for credit exemption/transfer to the Registry. Late applications without valid reasons will not be processed.
7. Application fee: HK\$50 per course. Fees paid are not refundable regardless of the outcome of the application.



Application for Advanced Standing/Course Exemption/Credit Transfer  
學分承認/豁免修讀學科/學分轉移申請

學生姓名 Name of Student: \_\_\_\_\_ 學生編號 Student No: \_\_\_\_\_

課程名稱(編號)  
Programme Title (Course Code) ( ) 年級 Year: \_\_\_\_\_

| 由學生填寫 To be completed by student  |                              |  |   |                  |  |
|---|------------------------------|--|---|------------------|--|
| 申請學分承認/豁免修讀學科/學分轉移<br>Course(s) for which course exemption/ credit transfer |                              | 用以申請學分承認/豁免修讀學科/學分轉移所持之學歷#<br>Qualification obtained for seeking course exemption/ credit transfer |   |                  |  |
| 科目名稱及<br>編號<br>Course Title & Code  | 學分<br>數目<br>No. of Credit(s) | 頒授機構<br>Awarding<br>Institution  | 所獲學歷/<br>合格科目<br>Qualification Obtained/<br>Subject(s) Passed | 資歷級別<br>QF level | 成績/<br>學分數目<br>Grade/ No. of<br>Credits Obtained |
|   |                              |  |   |                  |  |
|   |                              |  |   |                  |  |
|   |                              |  |   |                  |  |
|   |                              |  |   |                  |  |
|   |                              |  |   |                  |  |

**注意 Note :**

1. 請填寫以下清單，並核對所需遞交之文件副本，如所報資料內容有錯誤或缺漏，將會影響或延誤處理申請。  
Please complete the following checklist to ensure the necessary relevant copies of documents are attached, incomplete application form or invalid information provided may affect or delay the processing procedures.

| 由學生填寫 To be completed by student<br>請於空格內填上 "✓" 號 Please put a "✓" in the appropriate box(es) |  |
|---|--|
| <input type="checkbox"/>  | 填妥並已簽署表格 Completed and signed the application form.  |
| <input type="checkbox"/>  | 內附有關學歷之成績報告表認證副本 Certified true copies of transcripts are included.                                    |
| <input type="checkbox"/>  | 內附有關學歷之科目大綱 Course outline of the course(s) claimed for course exemption/credit transfer are included. |

學生簽名  
Signature of Student: \_\_\_\_\_ 日期  
Date: \_\_\_\_\_

(For Registry Use only)

Form and Payment Received on: \_\_\_\_\_  
Student Record Updated by: \_\_\_\_\_  
Student Record Updated on: \_\_\_\_\_

**請於新學期開始前最少兩星期內遞交 Please submit at least within 2 weeks before the new semester starts.**

(For Official Use Only)

To: Discipline Leader \_\_\_\_\_

From: Registry

- Please indicate your recommendation or otherwise in the boxes provided.
- Please provide comments on both supported and rejected case(s) in the space provided below which will serve as precedent cases for updating the Record of Advanced Standing/Course Exemption / Credit Transfer.
- Please return this form to the Registry by \_\_\_\_\_

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To: Registry

From: Discipline Leader \_\_\_\_\_

The application is     Recommended                       Rejected

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Discipline Leader    Signature    Date

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The recommendation of Discipline Leader is:    Approved                       Rejected

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
George Chan    Registrar    Signature    Date