Guidelines and Application Procedures

1. Policy on Credit Transfer

Credit transfer may be granted for courses completed successfully at the University previously or another accredited tertiary institution. The transferred courses will appear on the student's transcript. The credit points transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's GPA. The total number of credit points transferred (including the Block Entry Credits (Advanced Standing), if applicable) will not exceed 50% of the total credit points of the programme. (General Academic Regulation 9.4.1.2 refers). Under the same principle, Credit transfer is also not applicable to all senior year full-time undergraduate and Top-up Degree programmes.

2. Guidelines on Credit Transfer

a) Credit Transfer will only be granted to a qualification that had NEVER been used in the claiming of block entry credits (advanced standing), Credit transfer or course exemption within the same programme.

b) Block Entry Credits (Advnaced Standing)/Credit Transfer/Course exemption granted due to advanced standing or senior year entry CANNOT be counted towards claiming a Minor and/or a Second Major. (Except for Course Exemption specially approved by Programme Leader due to 'Change of Programme' applicable to Senior Year Entry students only. In addition, the granting of this special Course Exemption including the BCT granted from Student Exchange Programmes (SEP)/Global Summer Programmes (GSP) will be counted towards the maximum Course exemption for each Second Major/Minor during the entire programme of study, that is a total of TWO courses only.)

c) Only qualifications of equivalent or higher level studies at EdUHK, local or overseas

institutions will be accepted for credit transfer.

d) Programme Committees and Academic Departments may prescribe specific requirements and a time limit for eligibility for credit transfer. The latest requirements and time limits are listed in Programme and Department requirements. Any violation of the requirements listed will mean your application to be unsuccessful.

e) Normally, no credit transfer will be granted to courses under General Education (GE) domain except any courses* having prior study arrangements with the University, like block credit transfer of GE Learning Strand course(s) for students who had completed the overseas exchange programme or block entry credits (advanced standing) granted on the basis of the entry qualifications. No credit transfer will be granted to substitute a failed or a completed course.

f) No credit transfer will be granted to Field Experience courses with teaching practice / block practice component. For Field Experience taught courses, such as FE Foundation Course, with no programme/subject/school-sector-specific content, students' request for credit transfer will be considered on a case-by-case basis.

g) As the 3 components of Cross-Faculty Core courses (CFCC) are offered to students as compulsory courses of crucial knowledge related to Basic Law, National Security Education and experiential learning in the Greater Bay Area, CFCC will be excluded from granting credit transfer.

h) The Final Year Project (FYP) is an important assessment task demonstrating the Programme intended learning outcomes (PILOs) as a degree-end culminating assignment and the avenue for knowledge transfer. Considering the unique design of FYP encompassing a range of students' prior learning experiences and involving coaching, advising and supervision which may not be easily replaced by any form of prior study, FYP (both Honours Project and Capstone Project) will be excluded from granting credit transfer.

i) All five core courses under Minor "Teaching and Learning in International Schools" MUST be completed in EdUHK for BEd students who need to apply the qualification of Certificate in Teaching and Learning from the International Baccalaureate Organization (IBO) upon graduation. No credit transfer can be allowed.

j) Students who are admitted with Block Entry Credits (advanced standing) will not be eligible for subsequent credit transfer on the basis of their entry qualifications. Please refer to your Admission Letter for details. In addition, any revoke request on the block credit entry (advanced standing) arrangement granted from admission should be approved by Programme Leader.

k) Applicants may be requested to take an assessment or test in order to ascertain that the level of work completed has met the requirements of programmes, Faculties and/or Academic Departments/Units.

l) Applicants have to take the full range of course activities, including but not limited to lectures, tutorials and assessment tasks of the courses until they have received the official notification of result from the Registry.

m) Upon receiving the full set of application, including the completed application form, official transcript, course syllabus/outline and original payment receipt, normally it will take around 4 weeks to process the application. Therefore students are suggested applying for credit transfer as early as possible within the first two weeks of each semester or at least two weeks before the commencement of the summer semester. Late applications will only be considered on the condition that there was enough time to complete the application process (normally 4 weeks) before the end of the courses concerned.

n) Applicants may appeal against the final decision on credit transfer. To appeal, the applicant shall write to the Registry with justifications and additional information/evidence within either 14 working days of being notified of the decision or the latest day on which the appeal can be processed completely before the end of the courses concerned, whichever the shorter will be adopted. Applicants are advised to negotiate with the offering department before appealing.

3. Application Procedures

a) All applications MUST FOLLOW the time-limit, department and programme specific requirements listed in the Programme and Department requirements. Applicants MUST read these requirements and Policy & Guidelines listed above before submitting an application for Credit Transfer. Please note that any violation of the requirements listed will mean your application be unsuccessful.

b) For initial academic advice on credit transfer, please consult your Programme Leader/Coordinator, Subject Coordinator, Academic Advisor or the course offering Departments.

c) Applicants may make reference to the precedent cases recorded in the Registers of Credit Transfer before your application. (Note: Precedent cases are not applicable to students who go on the outbound exchange programme. The claiming of 18 credits or 6 credits provision BCT should follow the Oversea Exchange Block Credit Transfer policy.)

d) For credit transfer arrangement details for individual programmes, please click here.

e) NO Credit Transfer application is required for any students who have been granted the course exemption on any Language Enhancement Course by CLE. For details, please click here.

4. Application Form

Please download and complete the Credit Transfer Application form and submit the full set of application to the Information Centre (A-G/F-11, Tai Po Campus).

For general enquiry please send an email to exam@eduhk.hk

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