

學分轉移申請
Application for Credit Transfer

表格 Form RE-07a (12/2024)

填寫本表格前，請先參閱附頁的申請須知。Please read the important notes attached before completing this form.

於同一課程上以重用學歷申請學分轉移將會被拒。Credit Transfer will only be granted to the qualification that has never been used to claim Block Entry Credit (Advanced Standing), Credit Transfer, or Course Exemption within the same programme.

甲部 – 個人資料 SECTION 1 – PERSONAL PARTICULARS

學生姓名 Student
Name:

學生編號 Student No.:

日間聯絡電話 Contact Phone No.:

課程名稱

Programme Title

課程編號 Programme Code – 年級 Year

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主修 Major:

2nd Specialization

(for MEd student only):

Are you a

Senior Year Entrant? ^{Note 2} Yes / No

Were you granted any Block Entry Credits

(Advanced Standing) or Course Exemption Yes / No

from Admission? ^{Note 2}

Are you applying for Credit Transfer

from Virtual Exchange Programme (VEP) Yes / No

organized by Global Affairs Office (GAO)? ^{Note 1}

乙部 – 申請學分轉移詳情

SECTION 2 – DETAILS OF APPLICATION FOR CREDIT TRANSFER(CT) ^{Note 2}

申請學分轉移之科目 EdUHK Course(s) applying for transfer		過往修畢的課程及科目 Programme(s) & course(s) taken					To be completed by Department/Centre	
科目編號及名稱 Course Code & Title	學分 No. of Credits	頒授機構 / 日期 Awarding Institution / Date	課程 Programme	科目編號及名稱 Course Code & Title	學分 No. of Credits	成績 Grade	Decision Code*	Set as precedent case (Applicable to the approved case(s) only)
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
科目數目 Total number of courses		總費用 Total amount ^{Note 3} (\$50 per course for UGC-funded programmes; \$400 per application for Self-financed programmes)	\$	* Please refer to the cover memo				
Remarks by Registry:								

Note 1: 請注意，舉凡以線上學生交換計劃(VEP)獲批學分轉移，其學分將包括在整體學分轉移(BCT)的計算中，即是說當你參加下個常規學期的實體學生交換計劃(SEP)後所能申請的整體學分轉移(BCT)上限將會相應扣減。Please note that the number of credits transferred from VEP granted through this application will be counted within the maximum credit points of Block Credit Transfer (BCT) from your completion of the Student Exchange Programme (SEP) in the subsequent regular semester.

Note 2: 請先參閱申請須知的第六至第十項。Please read points 6-10 of the important notes attached.

Note 3: 經由環球事務處 (GAO)舉辦的 VEP 學分轉移申請不需繳付任何費用。No application fee is required for application for CT from VEP organized by GAO.

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CHECKLIST 備忘

遞交申請表前，請檢查你是否已：

Before submitting your application, please check if you have:

- ☐ 附上繳費收條正本 ^{Note 3}
Attached the original payment receipt ^{Note 3}
- ☐ 附上有關學歷之成績報告表正本/認證副本（副本或電子副本恕不接納）
Attached the true copy of official transcript(s) to our staff or certified true copy of transcript(s) sealed in envelop (Xerox copy or digital copy is NOT accepted)
- ☐ 附上有關學歷之成績報告表 ^{Note 4}
Attached the official transcript from the Host Institution ^{Note 4}
- ☐ 附上有關學歷之課程/科目大綱 ^{Note 4}
Attached course syllabus/outline of all the courses/qualification claimed for credit transfer ^{Note 4}

Note 3: No application fee is required for the CT application from VEP organized by GAO.

Note 4: The official transcript and course syllabus/outline of all courses for CT from VEP should be submitted to GAO with this application form.

DECLARATION 聲明 (* 請刪去不適用者 Please delete as appropriate.)

1. 截至今天，本人就上述課程已獲批准 _____ 學分轉移及/或* _____ 科目豁免。（如有，請另頁列出申請日期、正式通知結果日期及所有核准與未被核准的科目。）
As of today, I have been granted credit transfer of _____ credits and/or* exemption of _____ course(s) for meeting the requirements of my current programme.
(Please list on a **separate A4 sheet** the **application date**, **official notification date** and **all the approved and rejected courses**, if applicable.)
2. 本人明白如於課程註冊時曾以前學歷成功獲取入學前學分豁免/學分轉移/科目豁免，若再次以相關學歷於入學後作任何學分轉移/科目豁免的申請，將不獲受理，而所繳交之申請費用將不獲退回或轉作其他用途。
(例如：學員曾以副學位資歷並循高年級入學途徑入讀上述課程而成功獲取相關之入學前學分豁免/科目豁免，則其於副學位內完成的所有科目將不能再用作入學後之任何學分轉移申請。)
I understand that if I am granted any block credit entry (advanced standing)/credit transfer/course exemption upon admission to the programme, any further application based on the aforesaid qualification will be rejected.
The paid application fee is non-refundable and non-transferable to any other purposes.
(e.g. A senior year entry student who had been granted block credit entry (advanced standing)/course exemption based on his/her entry qualification, any application based on the aforesaid qualification afterwards will be rejected.)
3. 本人亦明白：i) 若上述文件夾附不足，本人的申請將受延誤甚或不獲受理；ii) 在遞交申請表後，本人須定時查閱學生電郵及對由教務處發出之電郵及予以回覆；及 iii) 直至本人獲得由教務處發出的正式通知與核准前，本人仍須繼續出席上列申請表上的科目的所有課堂及完成所有評核工作。
I also understand that i) my application will be delayed or will not be processed if there is insufficient documentary proof; ii) all follow-up emails will be sent to my student account, which I should read and reply to promptly; and iii) before receiving the official notification regarding the approval of my application from the Registry, I understand that I still need to complete the full range of course activities including class attendance and the submission of all stipulated assessment tasks, if any.
4. 本人現授權香港教育大學查閱及使用本人在校內的就學紀錄，以供審核學分轉移申請之用。
I hereby authorise EdUHK to access my past academic records to process my application.
5. 就本人所知，本申報表內一切內容均屬真實、準確及詳盡。本人明白倘故意虛報資料或隱瞞重要事實，可遭紀律處分及/或解僱。本人亦得悉若本申報表中所述的任何事宜有所改變，本人須再次遞交申報表以作更新。
I declare that the information provided in this declaration is true, accurate and complete to the best of my knowledge. I understand that if I wilfully give any false information or withhold any material information, I shall render myself liable to disciplinary actions and/or dismissal from the University service. I will notify the University and, if deemed necessary, any other parties concerned should any facts or circumstances arise which would cause the answer to any of the above questions to be no longer accurate.

學生簽署

Signature of Student: _____

日期

Date: _____

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丙部 – 由環球事務處填寫 SECTION 3 – TO BE COMPLETED BY GAO

To be checked by GAO (applicable to application for CT from VEP only)

Document(s) is/are sent to the respective Faculty / Registry alongside the CT application

☐ Official transcript of the host institution ☐ Course outline ☐ Timetable

☐ Others (please specify): _____ (please ☒ as appropriate)

GAO Contact Person: _____ (Ext. _____) Date: _____

丁部 – 由教學部門填寫 SECTION 4 – TO BE COMPLETED BY DEPARTMENT/UNITS

To be completed by course offering department/units

Recommended by: _____ (Date: _____)

(other than Head
of Department/Centre) (Signature)

Name: _____

Approved by: _____ (Date: _____)

(Signature)

Name of Head of Department/Centre: _____

Important Notes of Application for Credit Transfer

1. Applicants **MUST READ** the Policy and the Guidelines on the Credit Transfer website carefully before submission.
<https://www.eduhk.hk/re/Current-Students/Credit-Transfercourse-Exemption/Qualification-Recognition-And-Credit-Transfer/Guidelines-And-Application-Procedure.html>
2. You may consult your Programme Leader/Coordinator, Year Coordinator, Academic Advisor, or the course-offering Departments for initial advice on the academic judgement regarding your application.
3. Please submit your completed application, including the following items, to the Information Centre at Tai Po Campus (A-G/F-11, 10 Lo Ping Road, Tai Po) or Tseung Kwan O Study Centre Office (G/F, No. 1, King Yin Lane, Tseung Kwan O):
 - i) Completed application form with signature
 - ii) An original or certified true copy of Transcripts *Note 5*
 - > applicant should either present the original transcript(s) to our staff for making copy; or a certified true copy of transcript(s) sealed in an envelope with an official stamp of the issuing institution or notary public[^] (Xerox copy or digital copy without the official stamp of the issuing institution or notary public[^] is NOT accepted); or
 - > all submitted documents are non-returnable

[^]Accepted only when the business/operation of the issuing institution is declared as closed
 - iii) Course syllabus/outline
 - > including course content and assessment details of your previous study
 - > all submitted documents are non-returnable
 - iv) Original copy of the application fee^{^^} payment receipt
 - > HK\$400 *per application* for all Self-financed programmes
 - > HK\$50 *per course* for all UGC-funded programmes
 - > pay the exact fee by Direct deposit or via ATM transfer to the Bank of East Asia account: 015-195-25-00002-0

^{^^}All application fee is neither refundable nor transferable
4. For Credit Transfer from the Virtual Exchange Programme, please submit your completed application, including the following items to the Global Affairs Office at the Tai Po Campus (A-G/F-09, 10 Lo Ping Road, Tai Po) :
 - i) Completed application form with signature
 - ii) Official Transcript(s) of host institution
 - iii) Course syllabus/outline
 - > including course content and assessment details of your previous study
 - > all submitted documents are non-returnable
5. Please note that the number of credits transferred from the Virtual Exchange Programme granted through this application will be counted within the maximum credit points of Block Credit Transfer from your completion of the Student Exchange Programme in the subsequent regular semester.
6. Credit Transfer will only be granted to the qualification that has never been used to claim Credit Transfer or Course Exemption within the same programme. All Senior year entrants and JUPAS students admitted with block entry credit (advanced standing) are not eligible to apply for any subsequent credit transfer based on their entry qualifications; please refer to your Admission Letter for details of the granted block entry credit (advanced standing).
7. All Credit Transfer applications **MUST FOLLOW** the time limit, minimum grade, and department and programme-specific requirements listed under Programme Requirement and Department Requirement on the Credit Transfer website. Please visit the Credit Transfer website for details (<https://www.eduhk.hk/re/Current-Students/Credit-Transfercourse-Exemption/Qualification-Recognition-And-Credit-Transfer/Department-And-Programme-Specific-Requirement.html>).
Please note that any violation of the requirements listed will mean your application will be considered as unsuccessful.
8. **NO** credit transfer will be granted to Field Experience courses with a teaching practice/block practice component. For Field experience-taught courses, such as the FE Foundation Course, with no programme/subject/school-sector-specific content, students' requests for credit transfer will be considered on a case-by-case basis.
9. Normally, **NO** credit transfer will be granted to courses under the 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 have completed the overseas exchange programme or block entry credit (advanced standing) granted based on the entry qualifications.
10. As the 3 components of Cross-Faculty Core courses (CFCC) are offered to students as compulsory courses that provide 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.

11. Any incomplete application or application with insufficient documentary proof will be rejected automatically, and the paid application fee is **non-refundable** and **non-transferable**.
12. Applicants may be requested to complete an assessment or test to ascertain that the level of work completed has met the requirements of the programmes.
13. If necessary, messages regarding follow-up actions regarding your application will be sent to your student email account. Please check and reply constantly and promptly.
14. Applicants **MUST** take the full range of course activities, including but not limited to lectures, tutorials and assessment tasks for the courses, until they receive the official notification of the result from the Registry.
15. The registry will send you an official letter regarding the application's final result. Please update your mailing address if necessary.
16. Applicants may appeal against the final decision on credit transfer. For appeal, the applicant should contact the course offering department within 7 working days of being notified of the decision. If the result remains unchanged, for the second appeal, the applicant shall write to the Registry with justifications and additional information/evidence within either 14 working days of being notified of the first appeal decision or the latest day on which the second appeal can be processed completely before the end of the courses concerned, whichever the shorter will be adopted.

Note 5:

EdUHK graduates are allowed not to submit their academic transcripts and course syllabus outlines for application. However, applicants are required to authorise the University to access their academic records and/or related information to process their application.

Dec 2024

Personal Information Collection Statement:

1. The personal data provided by you on this form will be used for the purpose of processing your application and to be destroyed upon graduation.
2. Failure to provide complete and accurate information in this form may result in the University being unable to process the application.
3. Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable; and
4. Applications for access to and correction of personal data after submitting this form should be made by writing to Academic Regulations and Records Section by email to exam@eduhk.hk.
5. The University's Privacy Policy Statement (PPS) can be accessed at <https://www.eduhk.hk/main/privacy-policy>.