

## Application for Credit Transfer

### IMPORTANT NOTES TO STUDENTS

1. Students with relevant post-secondary education background may apply for credit transfer for their previous academic qualifications. The application for credit transfer should be submitted to the College Office **20 working days before the commencement of each semester**.
2. Students may be granted credit transfer for recognized previous study and the credit will be counted towards meeting the credit requirement for the award.
3. Supporting documents must be provided in support of the application which includes copy of the award parchment, copy of a transcript showing the mark/grade obtained for the equivalent course you are applying for exemption, course syllabi, learning outcomes, assessment format, credits and contact/lecture hours. Insufficient documents will render the application unsuccessful.
4. **The fee for EACH APPLICATION is \$500\*. Each course requires a separate application.**
5. Course exemption means a student is exempted from all academic activities related to the course. There is no partial course exemption.
6. Total exemption should not be more than 50% of the total credits of the entire programme.
7. The grade(s) for exempted course(s) will not be calculated in the Grade Point Average (G.P.A.).
8. No Credit Transfer will be granted to the Higher Diploma in Architectural Studies programme due to the accreditation condition of the Hong Kong Institute of Clerks of Works. It is stated that “Candidates must pass all subjects as stated in the syllabus upon the completion of full courses”.

Normally students will be notified of the application result within 20 working days upon receipt of the application.

\* The application fee will be refunded if your application for credit transfer is based on HKU SPACE award bearing courses /programmes.



Please return the completed form to the College Office at 2/F KEC Campus.



## Application for Credit Transfer

Receipt No. \_\_\_\_\_  
(For Enrolment Counter use only)

- Associate Degree Programmes
- Higher Diploma Programmes (Except Higher Diploma in Architectural Studies)
- Diploma in Foundation Studies Programme

### I. Student Particulars

Name of Student : (in English) \_\_\_\_\_ (in Chinese) \_\_\_\_\_

HKID No. \_\_\_\_\_ Student No. \_\_\_\_\_

Programme of study: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

### II. Application for Credit Transfer

Community College Course(s) applied for Credit Transfer (Each course requires a separate application)		
Course Code	Course Name	No. of Credit(s)

Qualification in support of the Credit Transfer				
Name of Institution and Award Obtained	Course(s) Taken	Grade/No. of Credits Obtained	Academic Year (e.g. 2016-17)	Approval (Y/N)
1.				
2.				
3.				

I declare that all the information given above and the attached document are true and correct to the best of my knowledge. I authorize HKUSPACE Community College and their designated officer(s) to contact the above award issuing institution(s) to verify the data provided by me in this application where necessary. I also understand that if I knowingly give any false information, it will result nullification of the application or approval.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR COLLEGE USE ONLY**

Documents received and checked  Yes  No Date: \_\_\_\_\_

**III. Recommendation (Credit Transfer) of Programme Coordinators / Division Heads**

**Please complete Annex I**

Accepted  Rejected State reason(s): \_\_\_\_\_

Name of Programme Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Division Head: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**IV. Endorsement by College Associate Vice Principal (Academic Affairs)**

Agree with Recommendation  Disagree. Reason(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_