



CREDIT TRANSFER/ COURSE EXEMPTION APPLICATION FORM(For Undergraduate Programs only)

I. Particulars of Student

Name (as printed on ID) ( ) Student No. Contact No.

Program Bachelor of Business Administration Bachelor of International Tourism Management

II. Application for Credit Transfer/ Course Exemption

Table with columns: Courses applied for Credit Transfer/ Course Exemption, Eligibility of Applicant, Comments of Assessment, Results of Assessment. Includes sub-columns for Course Code, Course Title, Credit, Type, Remarks, Name of Exam/ Qualification Obtained, Course Taken, Credit, Grade, Agreed, Disagreed, Approved, Rejected.

\* "C" "E" In the Type column, "C" means "Compulsory Course" and "E" means "Elective Course".
\* "CT" "X" In the Remarks column, "CT" means "Credit Transfer" and "X" means "Course Exemption".

III. Relevant Documents

1 2 3 4 5

Personal Declaration

I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the Personal Data Collection Statement 2(f)09.3(-1.n.16d1t00 Tw01fa(h)3rsonal cau Univ)4(T)yT.

**For Office Use Only**

	CT Type	External CT	Internal CT	
Payment States      Application fee has been settled MOP/HKD	Checked by Staff	_____	_____	Date      yyyy / mm / dd
received by: _____	Checked by SCS	_____	_____	Date      yyyy / mm / dd
	Approval by Director	_____	_____	Date      yyyy / mm / dd
School of Continuing Studies    Form and Letter copied to    Acc Office    IT Office	Student has been notified of results in writing	Signature	_____	Date      yyyy / mm / dd

1. \_\_\_\_\_  
 (1) "B-"  
 (2)
2. \_\_\_\_\_  
 (1) /  
 (2) /  
 (3)
3. / -
- 4.

Notice

1. Requirements for Application

- (1) Credit Transfer: Students who have completed a higher education program in other universities or in other higher education institutions which are recognized by the University and the results of the relative courses are "B-" or above may apply for credit transfer before registration.
- (2) Course Exemption: Students who have completed a higher education program in other universities or in other higher education institutions which are recognized by the University and have obtained passing grades for these courses may apply for course exemption before registration.

2. Procedures for Application

- (1) Applications for credit transfer/ course exemption for all relevant courses in the whole program should be submitted to the School of Continuing Studies before registration in the first year of study, after tuition fees have been paid. Application can be considered once only and any application received after the class commencement will not be accepted.
- (2) Students must submit duly completed application form with all relevant documentary proof concerning credit transfer/ course exemption, such as academic certification, course description, academic transcripts and other supporting documents.
- (3) The University will notify students of results in writing within 20 working days from receipt of all required documentation and administrative charges.

3. With regard to the detailed regulations for Credit Transfer/ Course Exemption, please refer to the latest Student Handbook on "Rules and Regulations for Study" and "Tuition Fees, Other Fees and Refund".

4. The University reserves all rights and privileges in revising and interpreting the above-mentioned regulations. In the case of any disputes, the University also has the ultimate right of arbitration.