



/

**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**

Courses applied for Credit Transfer/ Course Exemption					Eligibility of Applicant				Comments of Assessment		Results of Assessment	
									Checked by SCS		Approved by Director	
Course Code	Course Title	Credit	Type	Remarks	Name of Exam/ Qualification Obtained	Course Taken	Credit	Grade	Agreed	Disagreed	Approved	Rejected
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								
			C/E	CT/X								

\* "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 t

**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
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.