



GRADUATE SCHOOL

Application for Transfer of Units / Course Exemption for Taught Postgraduate Students

Notes to Students

1. Please seek your Programme/Department's advice on your studies prior to applying for transfer of units/course exemption.
2. Upon discussion with your Programme/Department, please complete Part I and arrange for your Programme/Department to complete Part II. You must provide relevant and adequate supporting information (e.g. course outline/syllabus of the exchange/study abroad programme, study timetable) together with your application. Incomplete application will not be processed.
3. Application should reach the Graduate School on or before the end of the first add/drop period of your first year of study (or for pre-approved exchange/study abroad programmes, within two weeks upon completion of the exchange/ study abroad programme). You are advised to allow ample time for your Programme/Department to process your application.

Notes to Programme/Department

1. Please invite the Admission Panel to complete Part II of the application.
2. Please send the complete set of application, with the Admission Panel's recommendation, to the Graduate School (Campus mail to AAB904) as soon as practicable.

☞ Students of a Master's degree/Postgraduate diploma programme

- For transfer of unit/course exemption based on previous studies, the course(s) taken should not be more than eight years from the date of commencement of the studies, and was completed at a recognised institution(s).
- The course(s) grade should be equivalent to B- or above in the University's grading system.
- Approval for the transfer of units/course exemption is granted on a course basis.
- The applied number of units to be transferred should not exceed one-sixth of the total unit requirement of your study programme (Or up to 50% for HKBU postgraduate diploma holder for transferring units to a relevant Master's degree programme as determined by the programme).

☞ Students of a Professional Doctorate's degree programme

- For transfer of unit/course exemption based on previous studies, the course(s) should be taken from a recognised institution(s) and the unit(s) was earned from a completed doctoral programme.
- The course(s) grade should be equivalent to B- or above in the University's grading system.
- Approval for the transfer of units/course exemption is granted on a course basis.
- The applied number of units to be transferred should not exceed one-sixth of the total unit requirement of your study programme (Or up to 50% of the taught course requirement for HKBU doctoral degree holder).

Part I (To be completed by the student)				Part II (To be completed by the Admission Panel)	
Student Name:				Name of Panel Chair:	
Student Number:				Name of Panel Member(s):	
Programme:				Member 1:	
Study Mode: Full Time/Part Time* (* Delete as appropriate)				Member 2:	
Transfer of Units from (Please <input checked="" type="checkbox"/> as appropriate):				Recommendation (Please <input checked="" type="checkbox"/> as appropriate)	
<input type="checkbox"/> My previous studies <input type="checkbox"/> An exchange/study abroad programme with prior approval					
Course information of previous studies or exchange/study abroad programme			Comparable HKBU course code		
Course Code and Title	Attainment				
	Unit	Grade	Year		
				<input type="checkbox"/> Transfer of Units <input type="checkbox"/> Course Exemption <input type="checkbox"/> Reject	
				<input type="checkbox"/> Transfer of Units <input type="checkbox"/> Course Exemption <input type="checkbox"/> Reject	
				<input type="checkbox"/> Transfer of Units <input type="checkbox"/> Course Exemption <input type="checkbox"/> Reject	
				<input type="checkbox"/> Transfer of Units <input type="checkbox"/> Course Exemption <input type="checkbox"/> Reject	
Signature of student: _____				Signature of Panel Chair: _____	
Date: _____				Condition(s) if any _____ _____	
				Date: _____	

For Office Use Only		
Case Officer & Supervisor	Officer:	Supervisor:
Application receipt date (GS)		(dd/mm/yyyy)
End day of the first add/drop period OR Completion date of exchange/ study abroad programme		(dd/mm/yyyy)
Programme total unit requirement		
Approved total units for transfer		(___% of total unit requirement)
Checking for grade(s) attainment (B- or above)		
Checking for year of attainment (within 8 years)		
SIS course grade remarks update		(dd/mm/yyyy)
Result notification letter		(dd/mm/yyyy)

Personal Data (Privacy) Ordinance

Personal Information Collection Statement

Persons who supply personal data in their applications to the Graduate School for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. After the applications have been processed, relevant data will be transferred to the student record system of the University.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:
 Graduate School (AAB 904, Level 9, Academic and Administration Building, Baptist University Road Campus, Hong Kong Baptist University, Kowloon Tong, Kowloon)