



**Application for Pre-Approval of
Transfer of Units/Course Exemption for Exchange/Study Abroad Programme
(Taught Postgraduate Students)**

Notes to Programme/Department

1. If the Programme intends to support a student to complete an exchange/study abroad programme, please arrange for the student to complete Part I and invite the Admission Panel to complete Part II of this application.
2. Relevant and adequate supporting information (e.g. course outline/syllabus of the exchange/study abroad programme, study timetable) must be provided together with the application. Incomplete application will not be processed.
3. Applications should reach the Taught Postgraduate Studies Section of Academic Registry (TPSS of AR) at least four weeks before the start of exchange/study abroad programme. Please send the complete set of application, with the Admission Panel's recommendation, to the TPSS of AR (Campus mail to AAB904).

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

- The exchange and/or study abroad programme is to be completed at a recognised institution.
- Transfer of units/course exemption will be pre-approved on a course basis.
- The applied number of units to be transferred should not exceed 50% of the total unit requirement of your study programme, inclusive of any units transferred from your previous studies.

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:	
Proposed Studies (Please <input checked="" type="checkbox"/> as appropriate): <input type="checkbox"/> Exchange Programme <input type="checkbox"/> Study Abroad Programme		Recommendation (Please <input checked="" type="checkbox"/> as appropriate)	
Host Institution:			
Host Country:			
Intended Period of Studies: (* Delete as appropriate) From: Semester/Trimester* ____, Academic Year 20__/20__ To: Semester/Trimester* ____, Academic Year 20__/20__			
Course information of the above exchange/study abroad programme			<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Approve with condition(s)
Course Code and Title	Unit		
		<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Approve with condition(s)	
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 (TPSS of AR)		(dd/mm/yyyy)
Period of Studies of the exchange/study abroad programme	From:	(dd/mm/yyyy)
	To:	(dd/mm/yyyy)
Result notification letter		(dd/mm/yyyy)
Record update		(dd/mm/yyyy)

Privacy Policy Statement and Personal Information Collection Statement (PPS/PICS)

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Taught Postgraduate Studies Section of Academic Registry
 AAB 904, Level 9, Academic and Administration Building,
 Baptist University Road Campus,
 Hong Kong Baptist University
 Kowloon Tong
 Kowloon