

HONG KONG BAPTIST UNIVERSITY
Academic Registry - Undergraduate Studies Section

Application for Transfer of Unit - For Undergraduate Year One Students (For 2018 intake onwards)

General Regulations for Transfer of Unit:

- (1) Students admitted to Year 1 of study with advanced standing may apply for transfer of unit if they had taken equivalent courses in other institutions before admission. **They may be granted up to 15 units of transferred units. Out of these 15 units, the transfer of units for University Core requirements and Level 1 Foundation courses will be capped at 12 units.**
- (2) For students admitted directly to Year 2 or Year 3, application for transfer of unit in addition to those granted at admission are normally not accepted.
- (3) The University reserves the right to refuse to grant transfer of unit for courses which are not deemed to be equivalent to the University courses and for courses with grades below the equivalence of grade C in the University grading system.
- (4) In some cases, students may be required to sit for proficiency test(s) or qualifying examination(s) prior to the granting of transfer of unit.
- (5) Units transferred from other institutions will be excluded from the calculation of Grade Point Average (GPA).
- (6) Before the application result is released, students have to attend all scheduled classes they have enrolled.

Application Procedures:

- (1) **Application should be submitted within students' first semester of studies. Late application will NOT be considered.**
- (2) Application form should be submitted to the Undergraduate Studies Section of the Academic Registry, Room 701, Academic and Administration Building.
- (3) **Students should:**
 - a) complete the relevant part(s) of the application form; and
 - b) submit the form(s) together with copies of the course outlines/syllabuses, academic transcripts, course assessment methods and original copies of transcripts for verification;
- (4) Copies of the course outlines/syllabuses, academic transcripts and/or any other documents submitted with the application form will be shredded upon completion of the vetting process.
- (5) Application will be submitted to the relevant departments for recommendation. The final approval rests with the Academic Registrar.
- (6) Students will be notified of the result normally within three weeks after full submission of the supporting documents.

Privacy Policy Statement and Personal Information Collection Statement of the University is available at: <https://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>

HONG KONG BAPTIST UNIVERSITY
Academic Registry - Undergraduate Studies Section

Application for Transfer of Unit (University Core Courses) - For Undergraduate Year One Students (For 2018 intake onwards)

Student Particulars	
Name: _____	Student No.: _____
Study Programme: _____	Mobile No.: _____
Signature of Student: _____	Date: _____

(I) COURSES APPLIED FOR TRANSFER (University Core Courses – courses start with UCLC, UCHL or UCPN)

Course(s) Taken in Other Tertiary Institution				Equivalent Course(s) in HKBU				Recommendation of LC / GEO / COMS	SAAR's Approval	
Course Code	Course Title	No. of Units	Grade Obtained	Course Code	Course Title	No. of Units	Course Group	Recommended for Transfer of Unit (Yes / No)	Yes	No
							#N-			

For courses approved for fulfilling the University Core requirements, a generic course code starts with “ELEC” would be recorded on the transcripts.

Signature: _____ Date: _____
Head of LC / Director of GE / Head of COMS

Signature: _____ Date: _____
Senior Assistant Academic Registrar

Notes for AR staff:

- Approving body:**
- 1) Language Centre (LC) – for UCLC courses
 - 2) General Education Office (GEO) – for UCHL courses
 - 3) Department of Communication Studies (COMS) – for UCPN courses

For AR use only

Application received by _____ on _____

Result sent to student by _____ on _____

Successful application:

Transcript Entry by _____ on _____

HONG KONG BAPTIST UNIVERSITY
Academic Registry - Undergraduate Studies Section

Application for Transfer of Unit (General Education Courses) - For Undergraduate Year One Students (For 2018 intake onwards)

Student Particulars	
Name: _____	Student No.: _____
Study Programme: _____	Mobile No.: _____
Signature of Student: _____	Date: _____

II) COURSES APPLIED FOR TRANSFER (General Education Courses - courses start with GFXX or GTXX)

Course(s) Taken in Other Tertiary Institution				Equivalent Course(s) in HKBU				Recommendation of General Education Office	SAAR's Approval	
Course Code	Course Title	No. of Units	Grade Obtained	Course Code	Course Title	No. of Units	Course Group	Recommended for Transfer of Unit (Yes / No)	Yes	No
							#N-			

For courses approved for fulfilling the General Education Programme requirements, a generic course code starts with "ELEC" would be recorded on the transcripts.

Signature: _____
 Director of General Education

Date: _____

Signature: _____
 Senior Assistant Academic Registrar

Date: _____

<p><u>For AR use only</u></p> <p>Application received by _____ on _____</p> <p>Result sent to student by _____ on _____</p> <p><u>Successful application:</u></p> <p>Transcript Entry by _____ on _____</p>

HONG KONG BAPTIST UNIVERSITY
Academic Registry - Undergraduate Studies Section

Application for Transfer of Unit (Other Courses)- For Undergraduate Year One Students (For 2018 intake onwards)

Student Particulars	
Name: _____	Student No.: _____
Study Programme: _____	Mobile No.: _____
Signature of Student: _____	Date: _____

III) COURSES APPLIED FOR TRANSFER - Other Courses

Course Offering Department: _____ (e.g. CHIL, ENGL)

(please use separate forms for courses offered by different academic units)

Course(s) Taken in Other Tertiary Institution				Equivalent Course(s) in HKBU				Recommendation of Course offering Department	SAAR's Approval	
Course Code	Course Title	No. of Units	Grade Obtained	Course Code	Course Title	No. of Units	Course Group	Recommended for Transfer of Unit (Yes / No)	Yes	No
							#N-			

Signature: _____
 Course Offering Department

Date: _____

Signature: _____
 Senior Assistant Academic Registrar

Date: _____

For AR use only

Application received by _____ on _____

Result sent to student by _____ on _____

Successful application:

Transcript Entry by _____ on _____