

**HONG KONG BAPTIST UNIVERSITY**  
**Undergraduate Studies Section**  
**Application for Transfer of Units – Students Returning from Exchange**

**General Regulations for Transfer of Units:**

- (1) Normally, a student's transferred units (including units granted at the point of admission and units obtained through exchange programmes) should not exceed one-half of the total units required for graduation.
  - i. **Senior Year Entrants admitted directly to Year 3 of study before 2021/22** may receive an additional unit transfer of up to **16 units** if they subsequently participate in an exchange programme.
  - ii. **Senior Year Entrants admitted directly to Year 3 of study in 2021/22 and thereafter** may receive transferred units of up to **two-thirds of the unit requirement** if they subsequently participate in an exchange programme.
- (2) The University reserves the right to refuse granting units for courses with grades below the equivalence of grade C in the University grading system, and for courses which are not at post-secondary level.
- (3) In some cases, students may be required to sit for proficiency test(s) or qualifying examination(s) prior to the granting of transfer units.
- (4) Units transferred from other institutions will be excluded from the calculation of Grade Point Average (GPA).

**Application Procedures:**

- (1) Application form should be submitted to the Undergraduate Studies Section of the Academic Registry, Room 701, Academic and Administration Building.
- (2) Students who wish to apply for transfer of units should:
  - a) complete the relevant part(s) of the application form;
  - 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.
- (2) Application will be submitted to the relevant departments for recommendation. The final approval rests with the Academic Registrar.
- (3) Students will be notified of the result normally within three weeks after full submission of the supporting documents.
- (4) Students should not re-take courses that have been granted unit transfer.

**Notes:**

- 1) Students who are waiting for the issuance of official transcript by the exchange institutions may first submit an application with a student copy of transcript. However, the approval of unit transfer without an official transcript is conditional. Formal approval will only be confirmed upon receipt of the official transcript.**
- 2) No dropping of course / course withdrawal arising from approval of unit transfer will be allowed after the deadline for course withdrawal. As such, students should complete the unit transfer procedures by submitting the official transcript to the Academic Registry as early as possible.**



**HONG KONG BAPTIST UNIVERSITY**  
**Undergraduate Studies Section**  
**Application for Transfer of Units – Students Returning from Exchange**

Name: _____	Student No.: _____
Study Programme: _____	Are you admitted directly to <b>Year 3</b> *: _____
University attended: _____	Mobile No.: _____
<input type="checkbox"/> Exchange Programme organized by: _____ (Please indicate the office / department / programme)	Signature of Student: _____
<input type="checkbox"/> Self-arranged by student	Date: _____
Period of Exchange: _____	(* Direct Year 3 students admitted before <b>2021/22</b> may receive an additional 16 transferred units after exchange. Direct Year 3 students admitted <b>in 2021/22 and after</b> may receive transferred units of up to two-thirds of the unit requirement after exchange.)

**(II) COURSES APPLIED FOR TRANSFER (Free Elective courses)**

Course(s) Taken during Exchange			Equivalent course in HKBU	Recommendation of Course Offering Dept on Course Transfer		Recommendation of Major Programme or Department Head #		SAAR's Approval		
Course Code & Course Title	No. of Units	Grade		Course Code & Course Title	Yes	No	Recommended for Transfer <small>(Please indicate the no. of units recommended for transfer &amp; its equivalent course level)</small>		Not Recommended for Transfer	
			No. of Units				Course Level	Yes		No

# If the course applied for transfer is not approved by the Course Offering Department, please indicate whether the course can be transferred as a Free Elective. A generic course code starts with "FREE" would be recorded on the transcripts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Programme Director / Department Head

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior Assistant Academic Registrar

For AR use only

1) Application received by \_\_\_\_\_ on \_\_\_\_\_  
 (a) attached with  Official Transcript  Unofficial Transcript  
 (b) Late submission of Official Transcript, submitted on \_\_\_\_\_  
 Grades same as those in Unofficial Tran?  YES  NO Check by \_\_\_\_\_

2) Upon receipt of Official Tran, check:  Final-year  Non-Final-year Student  
***For Final-year student*** to graduate in  January  June  August →  
 inform Graduation Team by \_\_\_\_\_ on \_\_\_\_\_

**HONG KONG BAPTIST UNIVERSITY**  
**Undergraduate Studies Section**

**Application for Transfer of Units (General Education Courses / University Core) – Students Returning from Exchange**

Name: _____ Study Programme: _____ University attended: _____ <input type="checkbox"/> Exchange Programme organized by: _____ (Please indicate the office / department / programme) <input type="checkbox"/> Self-arranged by student Period of Exchange: _____	Student No.: _____ Are you admitted directly to <b>Year 3</b> *: _____ Mobile No.: _____ Signature of Student: _____ Date: _____ (* Direct Year 3 students admitted before <u>2021/22</u> may receive an additional 16 transferred units after exchange. Direct Year 3 students admitted <u>in 2021/22 and after</u> may receive transferred units of up to two-thirds of the unit requirement after exchange.)
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**(III) COURSES APPLIED FOR TRANSFER (General Education Courses – GCXX/GDXX/GFXX/GTXX; University Core – UCHL/UCPN)**

Course(s) Taken during Exchange			Equivalent course in HKBU	Recommendation of GEO or COMS		Recommendation of Major Programme or Department Head #		SAAR's Approval	
Course Code & Course Title	No. of Units	Grade Obtained		Course Code & Course Title	Yes	No	Recommended for Transfer <small>(Please indicate the no. of units recommended for transfer &amp; its equivalent course level)</small>		Not Recommended for Transfer
			No. of Units				Course Level	Yes	

- # (1) If the course applied for transfer is not approved by GEO or COMS, please indicate whether the course can be transferred as a Free Elective. A generic course code starts with “FREE” would be recorded on the transcripts.  
 (2) For courses approved to fulfill the GE or UCHL requirements, a generic course code starts with “ELEC” would be recorded on the transcripts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of GEO / Head of COMS

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Senior Assistant Academic Registrar

**Notes for AR staff:**  
**Approving body:** 1) GEO – for GE courses (GCXX/GDXX/GFXX/ GTXX) and UCHL  
 2) Communication Studies (COMS) – for UCPN

<p><b>For AR use only</b></p> <p>1) Application received by _____ on _____                  (a) attached with <input type="checkbox"/> Official Transcript <input type="checkbox"/> Unofficial Transcript                  (b) Late submission of Official Transcript, submitted on _____                  Grades same as those in Unofficial Tran? <input type="checkbox"/> YES <input type="checkbox"/> NO Check by _____</p> <p>2) Upon receipt of Official Tran, check: <input type="checkbox"/> Final-year <input type="checkbox"/> Non-Final-year Student  <b><u>For Final-year student</u></b> to graduate in <input type="checkbox"/> January <input type="checkbox"/> June <input type="checkbox"/> August →                  inform Graduation Team by _____ on _____</p>
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