

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
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Name: _____ Study Programme: _____ University attended: _____ <input type="checkbox"/> Exchange Programme organized by: _____ <input type="checkbox"/> Virtual Exchange Programme organized by the International Office <input type="checkbox"/> Self-arranged by student Period of Exchange: _____	Student No.: _____ Are you admitted directly to Year 3 *: _____ Mobile No.: _____ Signature of Student: _____ Date: _____ <i>(* 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.)</i>
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(I) COURSES APPLIED FOR TRANSFER (Major Core / Major Elective courses)

Course(s) Taken during Exchange				Equivalent course(s) in HKBU				Recommendation of Major 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 (Yes / No)	Yes	No
							#N-			

Signature: _____ Date: _____
 Programme Director / Department Head

Signature: _____ Date: _____
 Assistant Academic Registrar

For AR use only

- 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 _____
- 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 _____
- For Virtual Exchange → transcript remarks YES NO by _____

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 **Year 3** *: _____

University attended: _____

Mobile No.: _____

Exchange Programme organized by: _____

Signature of Student: _____

Virtual Exchange Programme organized by the International Office

Date: _____

Self-arranged by student

(* Direct Year 3 students admitted before 2021/22 may receive an additional 16 transferred units after exchange. Direct Year 3 students admitted in 2021/22 and after may receive transferred units of up to two-thirds of the unit requirement after exchange.)

Period of 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 <i>(Please indicate the no. of units recommended for transfer & its equivalent course level)</i>		Not Recommended for Transfer	SAAR's Approval
			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: _____
 Assistant Academic Registrar

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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 _____

3) For Virtual Exchange → transcript remarks YES NO by _____

HONG KONG BAPTIST UNIVERSITY
Undergraduate Studies Section

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

Name: _____

Student No.: _____

Study Programme: _____

Are you admitted directly to **Year 3** *: _____

University attended: _____

Mobile No.: _____

Exchange Programme organized by: _____

Signature of Student: _____

Virtual Exchange Programme organized by the International Office

Date: _____

Self-arranged by student

(* Direct Year 3 students admitted before **2021/22** may receive an additional 16 transferred units after exchange. Direct Year 3 students admitted **in 2021/22 and after** may receive transferred units of up to two-thirds of the unit requirement after exchange.)

Period of Exchange: _____

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

(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 LC

Signature: _____ Date: _____
Assistant Academic Registrar

Notes for AR staff:

- Approving body:** 1) GEO – for GE courses (GCXX/GDXX/GFXX/ GTXX) and UCHL
2) LC – for UCPN

For AR use only

- 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 _____
- 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 _____
- For Virtual Exchange → transcript remarks YES NO by _____