

**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.

*\* Students should retain the ORIGINAL transcript(s) for at least 3 months, counted from the application approval date, in case your application is randomly selected for verification. Approval of application will be revoked if you fail to produce your original transcript upon request.*
- (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.

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