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.

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

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

Student Name:			Student No.:
Study Programme:			Mobile No.:
Admission Background: 🛛 JUPAS	□ Non-JUPAS	□ Mainland JEE	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	SAA Appr	
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:	Head of LC / Director of GE	ate:	For AR use only
			Application received by on
Signature:	Assistant Academic Registrar D	ate:	Result sent to student by on
	6		Successful application:
Notes for AR staff Approving body:	: 1) Language Centre (LC) – for UCLC and UCPN cou	rses	Transcript Entry by on
	2) General Education Office (GEO) – for UCHL cour		

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

Student Name:Study Programme:		Student No.:	
Admission Background:	□ Non-JUPAS	☐ Mainland JEE	Signature of Student: Date:

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

	Course(s) Taken in Other Tertiary Institutio	n			Equivalent Course(s) in HKBU	ivalent Course(s) in HKBU				AR's roval
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:	For AR use only Application received by on Result sent to student by on
Signature: Assistant Academic Registrar	Date:	Successful application: Transcript Entry by on

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

Name: Study Programme:		Student No.: Mobile No.:		
Admission Background:	□ Non-JUPAS	□ Mainland JEE	Signature of Student: Date:	

III) COURSES APPLIED FOR TRANSFER - Other Courses

Course(s) Taken in Other Tertiary Institution			Equivalent Course(s) in HKBU			Recommendation of Course offering Department	SA/	AR's roval		
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-			

Signatur	e: Course Offering Department	Date:	For AR use only Application received by on
a .			Result sent to student by on
Signatur	e:Assistant Academic Registrar	Date:	Successful application:
	Assistant Academic Registrat		Transcript Entry by on
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