



UOW College Hong Kong Application for Credit Transfer / Course Exemption

Please **TYPE, sign** and submit the Application **before the start of the semester**. Read the **Notes to Applicants** overleaf before completing this form.

Student's Name: _____	Student ID No.:	
Contact Phone No.: _____	E-mail Address:	@uowmail.edu.au
Programme of Study: _____	Cohort (Year Admitted):	_____

(Please check the boxes as appropriate)

Previous Institution: _____ Country (if outside Hong Kong): _____

Academic Level: Diploma Higher Diploma Associate Degree Bachelor Degree Others, please specify: _____

Attended from (YYYY): _____ to (YYYY) _____

I wish to apply for credit transfer course exemption for the following courses.

Please fill in the equivalent UOWCHK course(s) and details of the course(s) previously studied in the table below. Sort the courses according to the course code. Information on UOWCHK courses can be found in the Programmes and Courses websites.

Equivalent UOWCHK Course		Course Previously Completed				For Office Use	
Course Code	Course Title	Course Code	Course Title	No. of credits	Grade	Course offering faculty	Approve/Reject Stamp & date

I declare that I have read and understand the Academic Regulations regarding credit transfer / course exemption and the information provided on the application form and all relevant supporting documents is true and complete.

Student's Signature: _____ Date: _____

(FOR OFFICE USE ONLY)

Receipt Attached Received by: _____ Date: _____

For decision by Course Offering Faculty

To: _____ (Course Offering Faculty for approval by Associate Dean)

Please indicate your decision (approve/reject) on the application in the corresponding box, stamp and mark the date. If the Faculty has any queries about the supporting documents provided by the student, please contact the student direct for clarification.

Please return the form and the supporting documents to the **Academic Registry** once the decision is made. Thank you.

UOW College Hong Kong (UOWCHK)
Application for Credit Transfer / Course Exemption

Notes to Applicants

1. New students may apply for credit transfer or course exemption based on prior studies completed within eight years before the date of enrolment at the College. They must submit the application before the start of the semester.
2. Current students who have completed studies at other institutions after admission to the College must submit the application as soon as possible once the transcript is issued and before the start of the following semester.
3. Before submitting your application, make sure that your studies elsewhere are equivalent in qualification level and content to the specific UOWCHK course(s). Consult your Programme Leader/Academic Advisor if you are in doubt.
4. The credit units earned through completion of a previously completed course, irrespective of its credit units, can only be used for credit transfer or course exemption of one equivalent UOWCHK course.
5. For **credit transfer**, transferred credits will be counted toward meeting the credit units required by the academic programme, but the grades of the credit units earned in the prior studies do not count in the calculation of the student's GPA, except where special arrangements have been made.
6. For **course exemption**, credit units are not earned for an exempted course. Students are required to take other course(s) to make up the credits required for fulfilling the programme requirements. Please consult your programme leader for the course(s) recommended for you to study in lieu of the exempted course(s). If approval for exemption from an A2/H2 course (for associate degree/higher diploma students) or a D3/4 course (for degree students) is granted, you must self-add and take another A2/H2 course or a D3/4 course respectively in order to fulfil the programme requirement.
7. Fill in this form and submit it in person to the College Office within the application period. Use a separate form for each prior learning institution. You must attach the following supporting documents when submitting the application:
 - Official transcript (or certified true copies)
 - Course information (course syllabuses or documents on course description, course level, number of contact hours, assessment, etc.)
 - Other relevant information in support of your application (e.g. proof of the professional qualification)Supporting documents will not be returned.
8. A non-refundable fee of HK\$140 will be charged per application form.
9. Application processing time may vary. You will be notified of the outcome by email.
10. Personal Information Collection Statement:
 - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the College unable to process the application.
 - The information provided may be disclosed/transferred to relevant academic units/ administrative offices within the College for consideration and/or necessary actions.
 - For non-local students, changes in student records may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
 - After the application has been processed, relevant data will be entered into the student record system of the College.

Application Procedures

You may submit your application (application form and the supporting documents) in person with the evidence for the required fee payment (see below) and present a valid proof of your identity, e.g. HKID Card or passport, for verification to the College Office at:

Tai Wai Campus --- 1/F, 18 Che Kung Miu Road, Tai Wai (adjacent to Phase 3 of Pavilia Farm)

Fees Payment

Please pay by one of the following methods:

- a. direct deposit at any branch of Hang Seng Bank (UOWCHK account no.: 359-300001-004); or
- b. electronic transfer to the above UOWCHK account at any Hang Seng Bank/HSBC ATM machine; or
- c. Octopus at the College Office

For fees settled by (a) or (b) above, please attach the original bank deposit slip/voucher or ATM transaction advice to the application form as proof of payment.