



學分轉移 / 學科豁免申請表

APPLICATION FORM FOR CREDIT TRANSFER / COURSE EXEMPTION

* 請於填表前細閱注意事項 Please read the notes before completing this form

* 請以正楷填寫 Please use block letters

I. 學生個人資料 PERSONAL INFORMATION OF STUDENT

中文姓名 : _____ Name in Chinese	學生證號 : _____ Student No.
外文姓名 : _____ Name in English	聯絡電話 : _____ Contact No.
電郵地址(校內) : _____ E-mail Address (Internal)	@cityu.mo* *相關通知將發送至校內郵箱，請學生注意查閱郵箱信件。 Please refer to your school assigned email for notification.
學院 : _____ Faculty	課程及班級 : _____ Programme and Class
本人申請* : <input type="checkbox"/> 學分轉移 Credit Transfer I wish to apply for <input type="checkbox"/> 學科豁免 Course Exemption	*學分轉移和學科豁免的說明及申請流程請見學生手冊「學習管理」。 Please refer to the Student Handbook for the application procedures.

II. 學分轉移 / 學科豁免申請 APPLICATION FOR CREDIT TRANSFER / COURSE EXEMPTION

城大科目編號 Course Code	城大科目名稱 Course Title	學分 Credit	類別 Type	已修相應水準科目名稱 Equivalent Courses Completed	學時 Hours	學分 Credit	成績* Score	課程主 任意見 Comment from Programme Coordinator	教務處 意見 Comment from REG	不批准原因 Reasons for Rejection
			<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective					<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	
			<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective					<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	
			<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective					<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	

*申請學分轉移的相關科目成績須達到 B-(68 分)或以上。Only the courses with score B-(68) or above could apply for the Credit Transfer.

注意事項：

- 一、此申請須於開學前交至科目所屬學院/通識教育部辦公室，開學後的申請一般將不予受理。
- 二、學生須將已填妥的申請表格及一切有關學分轉移/學科豁免的證明文件遞交至學院/通識教育部辦公室，包括學歷證明文件、科目簡介、成績單及任何足以支持該申請之文件。
- 三、學生須按學校規定之「收費標準」親臨財務部或匯款繳交行政手續費。所有費用一經收取，恕不退還或轉讓。
- 四、大學將於申請文件及手續費收妥後 12 個工作日內以書面通知學生相關結果。

NOTES:

1. This application should be submitted to Faculty/General Education Department before semester begins. Late submission will not be accepted.
2. Students must hand in completed application with all relevant documentary proof concerning credit transfer/ course exemption, including academic certificate, course description, transcripts and other supporting documents to Faculty/General Education Department.
3. Students should pay the application fee on standard charge in the Finance Division. Fees paid are not refundable or transferable.
4. Students will be notified in writing of the result of credit transfer/ course exemption with 12 working days from the date of application.

學生簽名 : _____ 日期 : _____
Student's Signature : _____ Date : _____

院所課程主任 : _____ Programme Coordinator of Faculty	日期 : _____ Date
院所領導 : _____ Dean of Faculty	日期 : _____ Date
教務處 : _____ Registry	日期 : _____ Date