



Student Exchange Programme – Application for Credit Transfer

Notes:

1. Please fill in one form for one course.
2. You should submit your application together with supporting documents to the 1/F College Office within one month from your completion of the exchange programme. Supporting documents should include a certified true copy of transcript issued by the partner institution and the relevant course documents containing information such as course syllabus, contact hours and assessment method etc.
3. The exact number of credits granted will be considered on a case-by-case basis by the College.

I. Student Particulars

Student Name: _____ Student No.: _____

Programme (Major): BPAcc / BA (CS / GMC / GS / IB / LC / MLA)* Year of Study: _____

* *please delete as appropriate*

II. Course Details

Partner Institution: Endicott College
 Lesley University

Year and Semester of Exchange: _____

Course Taken in the Partner Institution

Course Code: _____

Course Title: _____

Apply for Credit Transfer to:

Substitute a course in the following theme under General Education

Humanities and Arts

China and Global Issues

Science and Technology

Substitute a Foundation Elective / Open Elective course

Substitute a specific course under Generic Studies / Major Core / Major Elective, please specify:

Course Code: _____

Course Title: _____

III. Declaration

I have fully read the notes above and understand that:

1. once my application is approved, the result is final;
2. it is my responsibility to ensure that the courses and curricular requirements of my programme of study are fulfilled.

Signature: _____

Date: _____

Recommendation by Domain Co-ordinator

I have examined the course content or syllabus of the course, I **recommend / do not recommend*** approval of the application.

No. of Unspecified / Specified Credits to be transferred

No. of Credits[#]: _____ QF Level[^]: 4 / 5*

Unspecified credits (i.e. equivalent to a course under Foundation Elective / Open Elective)

Specified credits (Please specify course code/title: _____)

* *please delete as appropriate*

assessment based on workload and contact hours

[^] *assessment based on academic level, junior year courses are considered as QF Level 4 and senior year courses are considered as QF Level 5*

Remarks (if any): _____

Signature

Name

Date

Decision of the Chairman of Board of Studies

I, on behalf of the Board of Studies, **approve / do not approve*** the recommendation made by the Domain Co-ordinator.

Remarks (if any): _____

* *please delete as appropriate*

Signature

Name

Date

Received		System updated		Checked		Remarks
by	on	by	on	by	on	