



**APPLICATION FOR CREDIT TRANSFER
(for students registered under Credit Accumulation Mechanism)**

Please read the instructions on the next page before completing this form.

1. PERSONAL PARTICULARS

Name (Surname first)

HKID Card/Passport No. Date of birth
Day Month Year

Continuing Education Student card no. C Sex M/F

Fill in only if you are a registered student under CAM.

Correspondence Address

For registered students under CAM – Fill in your address if it is different from your record under CAM.
For those who are not registered students under CAM – Fill in your address clearly.

Telephone No. E-mail address

Application Fee (HK\$150) Cheque no.

2. APPLICATION FOR CREDIT TRANSFER

**PART A: Application for credit transfer based on academic awards obtained from a recognised institution
(List in chronological order.)**

Award obtained	Examining /Awarding body	Year attained	Level of award code#	Field of studies code#

Please refer to the coding table.

**PART B: Application for credit transfer based on courses/subjects completed at a recognised institution
(List in chronological order.)**

Only credits earned from a recognised institution are transferable under CAM.
If your application is based on an academic award, fill in PART A only.
There is no need to list all the subjects you have studied for the awards in this PART.

	Courses/subjects completed	Examining /Awarding body	Credits earned	Grade	Year of completion	Field of studies code#
1						
	Programme title * _____		Level of award code# <input type="text"/> <input type="text"/> <input type="text"/>			
2						
	Programme title * _____		Level of award code# <input type="text"/> <input type="text"/> <input type="text"/>			
3						
	Programme title * _____		Level of award code# <input type="text"/> <input type="text"/> <input type="text"/>			
4						
	Programme title * _____		Level of award code# <input type="text"/> <input type="text"/> <input type="text"/>			
5						
	Programme title * _____		Level of award code# <input type="text"/> <input type="text"/> <input type="text"/>			
6						
	Programme title * _____		Level of award code# <input type="text"/> <input type="text"/> <input type="text"/>			

* Fill in only if the course/subject is offered under an award-bearing programme.

Please refer to the coding table.

**PART C: Application for credit transfer based on work experience
(List in chronological order.)**

Normally students with six years of relevant work experience will be eligible for up to 9 transferred credits at Level 0 or 1. If you have filled in this PART, you may be required to attend an interview.

From		To		Full Time / Part Time	Name of Organisation	Position	Occupation (enter code)
Month	Year	Month	Year				

Date _____ Signature of Student _____

CODING TABLE

Code	Level of awards	Code	Level of awards	Code	Level of awards
	<u>Certificate</u>		<u>Diploma</u>		<u>Degree</u>
23	Advanced Certificate	56	Advanced Diploma	01	Bachelor's degree
13	Certificate	57	Advanced Higher Diploma	07	Doctorate degree
11	Certificate of Competence	53	Associate Diploma	06	Master's degree
12	Certificate of Proficiency	30	Diploma		<u>Miscellaneous</u>
16	Endorsement Certificate	41	Full European or Full International Baccalaureate Diploma	54	Associate Degree
15	Higher Certificate	55	Graduate Diploma	50	Associateship
58	Ordinary Certificate	32	Higher Diploma	52	General Education
21	Post-experience Certificate	34	Higher National Diploma		
19	Postgraduate Certificate	35	Honours Diploma	99	Others
		36	Ordinary National Diploma		
		40	Post-experience Diploma		
		39	Post-registration Diploma		
		38	Postgraduate Diploma		
		37	Professional Diploma		

Code	Field of studies	Code	Field of studies
	<u>Arts</u>		<u>Engineering</u>
101	Art/Design Fine Arts/Photography	501	Aeronautical Engineering/Aircraft Engineering
102	Communication/Journalism	502	Civil/Geotechnical/Structural/Municipal Engineering
103	Education/Counselling	503	Communications Engineering
104	History	504	Computer Engineering/Systems Engineering
105	Humanities	505	Electrical Engineering
106	Language/Literature-Chinese	506	Electronic Engineering/Electronic & Communication Engineering
107	Language/Literature-English	507	Engineering-Others
108	Language/Literature-Japanese	508	Industrial/Production Engineering
109	Language/Literature-Others	509	Information Engineering
110	Librarianship	510	Manufacturing Engineering
111	Music	511	Marine/Mechanical Engineering
112	PE & Recreation Studies	512	Quality/Reliability Engineering
113	Philosophy	513	Safety
114	Religious Studies/Theology		<u>Science & Technology</u>
115	Translation & Interpretation	601	Applied Science
	<u>Building and Construction</u>	602	Biology/Applied Biology/Biological Science
201	Architectural Studies	603	Biochemistry
202	Building/Construction Science/Technology	604	Biomedical Science
203	Building Services	605	Chemistry/Chemical Technology/Food Technology/Food Science
204	Environmental Science/Studies	606	Chinese Medicine
205	Land Management	607	Clothing & Textile Technology/Clothing Studies
206	Property Management/Housing Services	608	Dental Surgery
207	Surveying	609	Diagnostics/Health/Rehabilitation Sciences
	<u>Business and Management</u>	610	Diagnostic Radiography
301	Accountancy/Management Accountancy	611	Industrial Automation/Design
302	Banking/Finance	612	Information Technology/Telecommunication
303	Business Administration/Studies	613	Laboratory Science/Technology/ Dispensary/Therapies/Pharmacy
304	Business and Computing	614	Materials Science/Technology
305	Business Economics	615	Medical Studies
306	Commercial/Secretarial Studies/Skills	616	Noise Science
307	Company Secretary & Administration	617	Nursing
308	Engineering Management	618	Occupational Hygiene
309	Hotel/Hospitality Management/Tourism	619	Optometry
310	Import/Export Studies	620	Physics/Applied Physics/Engineering Physics/Engineering Science
311	Industrial Management	621	Speech & Hearing Sciences
312	Insurance	622	Textile Chemistry
313	Management Science	623	Textile Management/Apparel Merchandising
314	Management Studies/Supervisory Management		<u>Social Science</u>
315	Marketing	701	Anthropology
316	Personnel Management	702	Child Care
317	Production Management	703	Cognitive Science
318	Purchasing & Supply	704	Criminology
319	Taxation	705	Economics
320	Transport	706	Education
	<u>Computer and Mathematics Science</u>	707	Geography/Geology
401	Actuarial Science	708	Law/Legal Studies
402	Computer Aided Design/Drafting	709	Political Science
403	Computer Studies/Science	710	Psychology
404	Computing Mathematics	711	Social/Public Administration
405	Information Systems/Systems Analysis/Information Technology	712	Social Work
406	Mathematics/Statistics/Numerical Analysis/Applied Mathematics	713	Sociology
407	Software Engineering	999	Others

Code	Occupation	Code	Occupation
01	Accounting	09	Marketing & Sales
02	Administration & Management	10	Public Relations
03	Advertising	11	Social Services
04	Banking & Financial Services	12	Surveying
05	Computing & Information Technology	13	Transport
06	Education	14	Others (Please specify):
07	Engineering		
08	Literary & Creative Work		

3. ACTION TAKEN (FOR OFFICE USE ONLY)

Referred the application to assessor on _____ for decision. Record of previous credit transfer is attached.
Action taken by _____

For approved case :

Letter of approval sent on _____

Student record updated on _____

For rejected case :

Letter of rejection sent on _____

Student record updated on _____

INSTRUCTIONS

1. Please submit your application by hand or by post (Please see below for documents to be attached) to the School office at Room QR802, 8/F Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong. Application submitted by fax will not be processed.
2. Complete PART A if your application is based on **an academic award obtained at a recognised institution**.
3. Complete PART B if your application is based on **courses/subjects completed at a recognised institution. Only credits earned from a recognised institution are transferable under CAM.**
4. Complete PART C if your application is based on **work experience. Normally six years of relevant work experience will be eligible for up to 9 transferred credits at Level 0 or 1. You may be required to attend an interview.**
5. An application should include the followings:
 - A duly completed application form.
 - Certified true copies of supporting documents, which must include transcripts of your studies. If your application is based on work experience, you should also attach certification issued by your employer(s). (You may bring your original and copies of documents to the School office for certification)
 - During the course of evaluation, you may be required to submit other evidence such as course outline, syllabus or other information concerning the curriculum of the subjects/programmes you have completed.
 - A crossed cheque or bank draft in the sum of HK\$150* payable to "The Hong Kong Polytechnic University" as application fee. Alternatively, the fee can be settled by Octopus at the SPEED office. (Application fee is non-refundable, regardless of whether credits are granted or not.)
6. Please complete the application form clearly and accurately. **Incomplete application forms or insufficient documentation will not be processed.**

POINTS TO NOTE

1. Students will normally be notified of their application results in writing within 40 working days from the date of submission. If your application is successful, the number, level, nature and validity period of the credits permitted to be transferred will be specified in the notification.
2. A credit transfer fee is payable if you wish to transfer the credits to your study record under CAM. For the 2009/10 academic year, the credit transfer fee is HK\$1,900* per award or HK\$190* per credit transferred based on individual subjects or work experience, whichever is lower.
3. You may use the credits obtained by way of credit transfer to claim PCE awards under CAM only after you have paid the credit transfer fee.
4. The School may impose limitation on the validity period of credits transferred.
5. No grade point will be given for transferred credits and they will be excluded from the calculation of your Grade Point Average.
6. The use of credits earned by way of credit transfer to claim PCE awards is subject to the prescribed requirements for PCE awards **and** the School's regulations for credit transfer:
 - 6.1 Normally not more than 50% of the required number of credits for PCE awards may be transferable from recognised institutions outside the University.
 - 6.2 For transfer of credits from programmes within the University, normally not more than 67% of the required credits for PCE awards can be transferred.
 - 6.3 In case where both types of credits mentioned are transferred, not more than 50% of the required number of credits for PCE award may be transferred.
7. Information given in this form will be used for processing this application and will later become part of your student record under CAM.
8. Enquiries and submission of application should be directed to the School of Professional Education and Executive Development, Room QR802, 8/F Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon. Enquiry Hotline: 3400 2828.

* Subject to change without further notice.