香港專業教育學院（黃克競）
Hong Kong Institute of Vocational Education (Haking Wong)
學分轉移／單元豁免申請表
Application for Credit Transfer / Module Exemption

填寫本表格前，請先參閱下一頁的「申請須知」。Please read the 'Application Guide' on the next page before completing this form.

第一部份：由申請人填寫 Part I: To Be Completed by Applicant

1. 個人資料 Personal Particulars:

姓名 Name
英文 English _____   中文 Chinese _____

學生編號　　　　　　　　課程編號　　　　　　　　　課程名稱
Student No. _____   Programme Code _____   Programme Title _____

電郵地址　　　　　　　　　　　　　　　　　　　　　　　聯絡電話
E-mail Address _____   Tel. No. _____

2. 申請學分轉移／豁免之單元 Module(s) to Apply for Credit Transfer / Exemption:

	單元編號 Module Code	單元名稱 Module Title	學分 Credit Value	申請^ Applying for^			
				學分轉移 Credit Transfer	單元豁免 Module Exemption		
				理據 Justification:	理據 Justification: (只選擇一項 Choose ONE only):		
				曾修讀相同單元 Identical Module Previously Completed	相若學業成就 Comparable Academic Achievements	相關經驗 Relevant Experience	其他合理理由 Other Justifiable Grounds
(a)				☐	☐	☐	☐
(b)				☐	☐	☐	☐
(c)				☐	☐	☐	☐
(d)				☐	☐	☐	☐

^ 請參考「申請須知」第 1 項，並在適當的方格填上✓號 Please refer to Item 1 of the 'Application Guide' and ✓ the appropriate box

本人已閱讀下一頁的「申請須知」並同意遵守該等規則。 I have read the 'Application Guide' on the next page and agree to conform to the relevant regulations.

學生簽署 Signature of Student _____   日期 Date _____

第二部份：只限職員專用 Part II: For Office Use Only

1. ☐ Document copies verified   Staff Name & OU _____   Signature _____   Date _____

2. ☐ Application fee received   Staff Name & OU _____   Signature _____   Date _____

3. To be completed by Module Leader(s)/Coordinator(s) @
   (or Programme Leader/Coordinator for modules without Module Leaders):

	Module Code	Credit Transfer#	Module Exemption	Not Recommended and Reason	Enrichment Module	Staff Name & OU	Signature	Date
			Recommendation for Application in Part I (2)					
(a)		☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds		☐ Yes ☐ No			
(b)		☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds		☐ Yes ☐ No			
(c)		☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds		☐ Yes ☐ No			
(d)		☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds		☐ Yes ☐ No			

\# Please input the code (if different) of the VTC module previously completed, OR the mark (out of 100) of the non-VTC module previously completed.

@ For modules on the 'exemption list' stipulated in the DPD, please complete **Part II** Point 3 or Point 4

	4. To be endorsed by Programme Leader/Coordinator (for Vocational Modules) @ and/or Designated Person(s) appointed by relevant AD(s) (for Generic Modules) and/or Chairperson of Module Board (for Enrichment Modules):					
	Endorsement for Recommendation in Part II (3)			Staff Name & OU	Signature	Date
	Module Code	Endorsed	Not Endorsed and Reason			
(a)		☐				
(b)		☐				
(c)		☐				
(d)		☐				

5. To be approved by HoD (for HD and DFS)
or Chairperson of Programme Board (for DVE, DVB and Cert/Dip/PC/PD/PgC/PgD at QF Levels 1-6):
(NB.: Please note the Credit Transfer and Module Exemption ceiling requirements stated in respective GARs.   For programmes supported by SRS-MAP, a report function "Credit Transfer/Exemption Report (MSMP02207R)" is available to facilitate checking.)

The recommendation(s) made by the Programme Leader/Coordinator and/or relevant Designated Person(s) in Part II (4) is/are: ☐ All approved ☐ Approved **except** the following (please give the module code(s) and reason(s)): ☐ Not approved (please give reason(s)):	Staff Name & OU _____ Signature _____ Date _____

6. ☐ Record system updated   Staff Name & OU _____   Signature _____   Date _____

7. ☐ Student informed of the   Remarks, if any:
    result/arrangement   Staff Name &OU _____   Signature _____   Date: _____

申請須知

1. 如申請人曾修讀相同單元，則可申請學分轉移（考獲之單元等級／分數，將計算入現正修讀之課程）；如申請人持有相若學業成就、或具備相關經驗，及／或提出其他理由，則可申請單元豁免（獲豁免單元之等級／分數，不會計算在所修讀課程之總成績內）。**現正修讀課程之每個單元，只可申請學分轉移或者單元豁免，申請人於申請前應諮詢相關單元老師。**
2. 如有需要，學院或會要求申請人參加單元豁免評核。
3. 各課程可獲學分轉移或豁免修讀的單元數目，均設有上限。
4. 遞交申請表時，申請人必須提供相關證明文件的**副本一份**，以及**帶同正本**以供核實。申請人有責任提供所有處理申請所需之證明。若以相關經驗申請單元豁免，申請人或須另外填寫指定申請表。詳情請與相關老師／課程主任查詢。
5. 申請的截止日期由相關部門／中心／辦事處決定，或最遲於第二個上課週結束前。
6. 如未能提供足夠證明，或於截止日期後提出的申請，概不受理。
7. 申請費／評核費以最新公布為準，已繳費用概不發還。
8. 申請結果公布前，申請人應出席相關課堂及參與相關單元評核。
9. 相關部門／中心／辦事處之決定為最終決定。

Application Guide

1. Credit transfer may be granted for identical modules previously completed, where the grades/marks of the modules will contribute towards the award of your current programme.   Module exemption may be granted for comparable formal academic achievements, relevant experience, and/or other grounds, where the grades/marks, if any, of exempted modules will not contribute towards the award of your current programme.   **For each module in your current programme, only EITHER credit transfer OR module exemption can be applied.   The applicant should consult the relevant module teacher for advice before applying.**
2. Where required, assessments may be conducted for consideration of granting module exemption.
3. Granting of credit transfer/module exemption is subject to a limit of the respective programme.
4. When submitting the application, the applicant should bring with himself/herself the **original evidence documents** accompanied with one **photocopy of each document** for verification.   The responsibility of providing all necessary evidence rests with the applicant.   For module exemption application based on relevant experience, applicants may need to complete an additional form designated for specific modules.   For details, please contact the relevant module teacher / programme leader.
5. The deadline for submitting the application is to be advised by the Department/Centre/Office concerned or the end of Week 2 since commencement of classes at the latest.
6. Application without providing necessary evidence or beyond the application deadline will not be considered.
7. An application / assessment fee would be charged at the prevailing rate.   Any fees paid will not be refunded.
8. Before announcement of the application result, the applicant should attend relevant classes and assessments of the module(s) concerned.
9. The decision of the Department/Centre/Office concerned is final.

Payment Methods for Application for Credit Transfer / Module Exemption
學分轉移/單元豁免 繳費方法

At any ATM of the Hang Seng Bank or HSBC	於任何恒生銀行或匯豐銀行自動櫃員機
1. Select Bill Payment Services 2. Select Education-Others 3. Select "Vocational Training Council" 4. Select payment of "Fees for Student Services" 5. Enter Bill Account Number (11-digit Bill Account Number) * 6. Enter the Total Payment Amount 7. Please keep the original of the ATM payment receipt for your own record	1. 選擇繳費服務 2. 選擇教育 – 『其他』 3. 選擇『職業訓練局』 4. 選擇繳交『學生雜費』 5. 輸入賬單編號 (11 位數字賬單編號) * 6. 輸入總金額 7. 請保存自動櫃員機正本，以作紀錄
At the JETCO ATM with the JET Payment Logo	於貼有「繳費易」的「銀通」櫃員機
1. Select Bill Payment Services 2. Select "Merchant Code Entry" 3. Key in Merchant Code "9151" 4. Bill Type: Enter "03" 5. Enter Bill Account Number (11-digit Bill Account Number) * 6. Enter the Total Payment Amount 7. Please keep the original of the JETCO ATM payment receipt for your own record	1. 選擇繳費服務 2. 選擇『商戶編號輸入』 3. 輸入商戶編號『9151』 4. 賬單類別：輸入『03』 5. 輸入賬單編號 (11 位數字賬單編號) * 6. 輸入總金額 7. 請保存自動櫃員機正本，以作紀錄
Using PPS* (By Telephone) *(*Please open a PPS account and register the bill by calling 18011 if you have not)*	使用繳費靈* (電話) *(*請先開立戶口及致電 18013 登記此賬單)*
1. Dial access number 18031 2. Enter merchant code "9151" 3. Enter the Bill Account Number (11-digit Bill Account Number) * 4. Select Bill Type: "03" – payment of "Fees for Student Services" 5. Enter the Total Payment Amount 6. Please keep the payment reference number for your own record	1. 致電 18033 2. 輸入商戶號碼『9151』 3. 輸入賬單編號 (11 位數字賬單編號) * 4. 選擇賬單類別：『03』- 『學生雜費』 5. 輸入總金額 6. 請保存付款編號，以作紀錄
Using PPS (By Internet)	使用繳費靈 (互聯網)
1. Visit www.ppshk.com 2. Enter merchant code "9151" 3. Enter the Bill Account Number (11-digit Bill Account Number) * 4. Select Bill Type "03" – payment of "Fees for Student Services" 5. Enter the Total Payment Amount 6. Please keep the payment reference number for your own record	1. 網址 www.ppshk.com 2. 輸入商戶號碼『9151』 3. 輸入賬單編號 (11 位數字賬單編號) * 4. 選擇賬單類別：『03』- 『學生雜費』 5. 輸入總金額 6. 請保存付款編號，以作紀錄

Remark:
* Bill Account Number (11-digit Bill Account Number) is a combination of "student number" and payment code "15", e.g. the student number is 123456789, the 11-digit Bill Account Number is 12345678915.

備註:
* 11 位數字賬單編號為「學生號碼」另加賬號「15」，如學生編號為「123456789」，11 位數字賬單編號則為「12345678915」