

申請學分轉移 / 單元豁免

Application for Credit Transfer / Module Exemption

申請日期 Application periods

<p>新同學 (2020 年入學) New Students (2020 Entry)</p>	<p><u>全日制課程</u> <u>Full-time Programmes</u> 2020 年 9 月 1 日至 9 月 11 日 1 Sept 2020 – 11 Sept 2020</p> <p><u>日間兼讀制課程</u> <u>Part-time Day Programme</u> <u>(AS314422 &amp; AS314206)</u> 2020 年 9 月 1 日至 9 月 11 日 1 Sept 2020 – 11 Sept 2020</p> <p><u>夜間兼讀制課程(AS524421)</u> <u>Part-time Evening Programme</u> <u>(AS524421)</u> 2020 年 9 月 14 日至 9 月 25 日 14 Sept 2020 – 25 Sept 2020</p>	<p>(適用於第一學期、第二學期及第三學期修課的單元) (for the modules of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Semesters)</p>
	<p>2021 年 1 月 18 日至 1 月 29 日 18 Jan 2021 – 29 Jan 2021</p>	
<p>其他同學 Other Students</p>	<p>2020 年 5 月 11 日至 5 月 29 日 11 May 2020 – 29 May 2020</p>	<p>(適用於第一學期、第二學期及第三學期修課的單元) (for the modules of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Semesters)</p>
	<p>2020 年 9 月 1 日至 9 月 11 日 1 Sept 2020 – 11 Sept 2020</p>	<p>(只適用於第二學期及第三學期修課的單元) (for the modules of the 2<sup>nd</sup> and 3<sup>rd</sup> Semesters only)</p>
	<p>2021 年 1 月 18 日至 1 月 29 日 18 Jan 2021 – 29 Jan 2021</p>	<p>(只適用於第三學期修課的單元) (for the modules of the 3<sup>rd</sup> Semester only) (<u>不適用</u>於基礎課程文憑同學) (<b>NOT</b> applicable to Diploma of Foundation Studies students)</p>

Remark: For Diploma of Foundation Studies students, all applications for AY 20/21 should be submitted in Semester 1. **Applications submitted in Semester 2 and Semester 3 will not be entertained.**

備註：基礎課程文憑同學應於第一學期遞交 20/21 學年的所有申請。於第二學期及第三學期遞交的申請，將不獲受理。

## 繳費方法 Payment Methods

項目 Item : 申請學分轉移 / 單元豁免 Application for Credit Transfer / Module Exemption

賬單編號 Bill Account Number :

你的 9 位數字學生編號 Your 9-digit student number	+	15
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(註：11 位數字的賬單編號，由“你的 9 位數字學生編號” + “15” 組成。)  
 (Note: 11-digit Bill Account Number is composed of “your 9-digit student no.” + “15”.)

申請費 Application Fee : 每單元 HK\$100  
 HK\$100 per module

**請於遞交學分轉移 / 單元豁免申請表格前，先用以下的繳費方法，繳付所需的申請費用。  
 Please pay the application fee for credit transfer / module exemption by one of the following payment methods before submission of your application to the Campus Secretariat.**

繳費方式 Payment Method	繳費程序 Payment Procedures	
1. 於任何恒生銀行或匯豐銀行自動櫃員機 At any ATM of the Hang Seng Bank or HSBC	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇教育 – 其他 Select Education – Others iii. 選擇『職業訓練局』 Select “Vocational Training Council” iv. 選擇繳交『學生雜費』 Select payment of “Fees for Student Services” v. 輸入賬單編號 (11 位數字的賬單編號，由“你的 9 位數字學生編號” + “15” 組成。) Enter Bill Account Number (11-digit Bill Account Number is composed of “your 9-digit student no.” + “15”.) vi. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.) vii. 請保存自動櫃員機正本，以作紀錄 Please keep the original of the ATM payment receipt for your own record	
2. 於貼有「繳費易」的「銀通」櫃員機 At the JETCO ATM with the JET Payment Logo	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇『商戶編號輸入』 Select “Merchant Code Entry” iii. 輸入商戶編號『9151』 Key in Merchant Code “9151” iv. 賬單類別：輸入『03』 Bill Type: Enter “03” v. 輸入賬單編號 (11 位數字的賬單編號，由“你的 9 位數字學生編號” + “15” 組成。) Enter Bill Account Number (11-digit Bill Account Number is composed of “your 9-digit student no.” + “15”.) vi. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction) vii. 請保存自動櫃員機正本，以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record	
3. 使用繳費靈 Using PPS*  (*請先開立戶口及致電 18013 登記此賬單) (*Please open a PPS account and register the bill by calling 18011 if you have not.)	<p style="text-align: center;"><u>電話 (By Telephone)</u></p> i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼『9151』 Enter merchant code “9151” iii. 輸入賬單編號 (11 位數字的賬單編號，由“你的 9 位數字學生編號” + “15” 組成。) Enter the Bill Account Number (11-digit Bill Account Number is composed of “your 9-digit student no.” + “15”.) iv. 選擇賬單類別：『03』—『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services” v. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction) vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record	<p style="text-align: center;"><u>互聯網 (By Internet)</u></p> i. 網址 <a href="http://www.ppschk.com">www.ppschk.com</a> Visit <a href="http://www.ppschk.com">www.ppschk.com</a> ii. 輸入商戶號碼『9151』 Enter merchant code “9151” iii. 輸入賬單編號 (11 位數字的賬單編號，由“你的 9 位數字學生編號” + “15” 組成。) Enter the Bill Account Number (11-digit Bill Account Number is composed of “your 9-digit student no.” + “15”.) iv. 選擇賬單類別：『03』—『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services” v. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction) vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record

職業訓練局  
Vocational Training Council  
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 \_\_\_\_\_ 中文 Chinese \_\_\_\_\_  
 英文 English \_\_\_\_\_  
 學生編號 Student No. \_\_\_\_\_ 課程編號 Programme Code \_\_\_\_\_ 課程名稱 Programme Title \_\_\_\_\_  
 電郵地址 E-mail Address \_\_\_\_\_ 聯絡電話 Tel. No. \_\_\_\_\_

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

	單元編號 Module Code	單元名稱 Module Title	學分 Credit Value	申請 <sup>^</sup> Applying for <sup>^</sup>			
				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	其他理由 Other Grounds
(a)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>^</sup> 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 Staff 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)<sup>@</sup>  
(or Programme Leader/Coordinator for modules without Module Leaders):

	Recommendation for Application in Part I (2)			Staff Name & OU	Signature	Date
	Credit Transfer#	Module Exemption	Not Recommended and Reason			
(a)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(b)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(c)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				

# 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
	Endorsed	Not Endorsed and Reason			
(a)	<input type="checkbox"/>				
(b)	<input type="checkbox"/>				
(c)	<input type="checkbox"/>				
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:			Staff Name & OU _____		
<input type="checkbox"/> All approved			Signature _____		
<input type="checkbox"/> Approved <b>except</b> the following (please give the module code(s) and reason(s)):			Date _____		
<input type="checkbox"/> Not approved (please give reason(s)):					
6. <input type="checkbox"/> Record system updated      Staff Name & OU _____      Signature _____      Date _____					
7. <input type="checkbox"/> Student informed of the result/arrangement      Remarks, if any:					
Staff Name & OU _____      Signature _____      Date: _____					

#### 申請須知

- 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。**
- 如有需要，學院或會要求申請人參加單元豁免評核。
- 各課程可獲學分轉移或豁免修讀的單元數目，均設有上限。
- 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。
- 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。
- 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。
- 申請費／評核費以最新公布為準，已繳費用概不發還。
- 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。
- 相關部門／中心／辦事處之決定為最終決定。

#### Application Guide

- 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.**
- Where required, assessments may be conducted for consideration of granting module exemption.
- Granting of credit transfer/module exemption is subject to a limit of the respective programme.
- 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.
- 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.
- Application without providing necessary evidence or beyond the application deadline will not be considered.
- An application / assessment fee would be charged at the prevailing rate. Any fees paid will not be refunded.
- Before announcement of the application result, the applicant should attend relevant classes and assessments of the module(s) concerned.
- The decision of the Department/Centre/Office concerned is final.

# 遞交申請表格

## 方法一：親身遞交申請

同學可帶同以下文件，親身到 IVE(葵涌)學院秘書處(110 室)遞交申請。

文件： (1)填妥的申請表格、(2)學歷證明文件正本及副本及(3)申請費繳費證明。

## 方法二：經 VTC 學生電郵戶口遞交申請 (<https://webmail.vtc.edu.hk>)

同學亦可用 VTC 學生電郵戶口，把以下文件發送至 [kcexemption@vtc.edu.hk](mailto:kcexemption@vtc.edu.hk) 遞交申請。

文件： (1)填妥的申請表格、(2)學歷證明文件及(3)申請費繳費證明。

## Submission of Application Form

### **Method 1: Submission in person**

You can bring along the following documents to submit an application in person to Campus Secretariat (Rm. 110) of IVE(Kwai Chung).

**Documents:** (1) Completed application form, (2) **original** and **copies** of your academic qualifications, and (3) payment proof of application fee.

### **Method 2: Submission through VTC student email account (<https://webmail.vtc.edu.hk>)**

You can send an application with the following documents through your VTC student e-mail account to [kcexemption@vtc.edu.hk](mailto:kcexemption@vtc.edu.hk).

**Documents:** (1) Completed application form, (2) your academic qualifications, and (3) payment proof of application fee.