E.4. 學分轉移 / 單元豁免申請：

Application of Credit Transfer/Module Exemption of SDD Modules at <mark>DFS</mark> level:

(Applicable to DFS students of full-time and part-time modes)

申請豁免修讀全人發展單元:

(適用於所有全日制及兼讀制基礎課程文憑同學)

1. Students are strongly recommended to consult your SDD module lecture about your qualification of application.
    請先諮詢你的全人發展學科講師有關你的申請資格。

2. Approval of WPD Module exemption is based on (i) academic criteria or (ii) prescribed full-time work experience. (Details refer to exemption criteria table overleaf.)
    同學可以利用「過往學術資格」或「全職工作經驗」申請豁免修讀全人發展單元，詳情可參閱背頁資料。

3. "Full-time employment" refers to an employee who has been working for the same employer for 6 months or more, with 120 working hours in average per month after having obtained minimum entrance requirement. Academic transcript, proof of sufficient full-time work experience including employer's certification, salary statement should be shown to support the application. If students are unable to provide proof by employers, declaration service provided by Home Affairs Department (HKSAR) could be accepted (for details, please visit the link below: http://www.had.gov.hk/en/public_services/public_enquiry_services/faq.htm#4). The work period, post title and name of company or employer should be stated clearly.
    有關豁免修讀全人發展單元所指的「全職工作」，定義為申請人達到入學要求後，連續於同一機構工作最少六個月，每月工時平均120 小時。同學遞交申請表時須附上學歷證明及就業證明文件例如僱主證明信、糧單或由民政事務處諮詢服務中心所辦理的宣誓聲明書，以作批核豁免修讀全人發展單元之用(就有關詳情，請瀏覽以下網址:

    http://www.had.gov.hk/en/public_services/public_enquiry_services/faq.htm#4)。文件須清楚列明受僱公司名稱、受僱職位和在職時段。

4. It is the responsibility of the applicant to provide information and valid documents to support his/her application.
    同學有責任確保於申請豁免修讀全人發展單元所提交之所有證明文件，均屬正確無訛。

5. Student needs to follow the application period and late application will not be accepted. Student has to

attend class as usual before application result announcement. For students in part-time mode, they could accumulate required full-time work experience along their study and apply for exemption with sufficient work experience.

修讀全日制的同學須於第一學年/學期開課後兩星期內主動申請，逾期申請將不獲考慮。申請豁免修讀未經批准前，學生須如常上課。由於兼讀制同學大多為在職人士，同學可在修讀期間累積全職工作經驗申請豁免有關單元。

Whole Person Development Module Exemption Criteria 豁免修讀全人發展單元準則

Programme 課程	Modules 單元名稱	Academic Criteria 認可之過往學術資格	Or Work Experience 或 全職工作經驗	
DFS 基礎課程 文憑	SDD3004 Essentials of Personal Development 個人發展要素	A pass in VWP3001 & VWP3002 or prior learning relevant to the module content 曾經在 VWP3001 和 VWP3002 取得及格成績 或 其他相關之認可過往資歷	Or 或	One year full-time work experience acquired after meeting the minimum entrance requirement of DFS 達基礎課程文憑最低入學要求後累積的一年全職工作經驗
	SDD3003 Wellness in Action 跳躍健樂	A pass in VWP3003 or prior learning relevant to the module content 曾經在 VWP3003 取得及格成績 或 其他相關之認可過往資歷	Or 或	One year full-time work experience acquired after meeting the minimum entrance requirement of DFS 達基礎課程文憑最低入學要求後累積的一年全職工作經驗

Application of Credit Transfer/Module Exemption of SDD Modules at <mark>HD</mark> level:

(Applicable to <u>HD students</u> (from Entry Cohort of AY2015/16) of full-time and part-time modes)

(適用於**2015/16**年起入學的全日制及兼讀制<u>高級文憑課程</u>同學)

1. Students are strongly recommended to consult your SDD module lecture about your qualification of application.

   請先諮詢你的全人發展學科講師有關你的申請資格。

2. Approval of WPD Module exemption is based on (i) academic criteria or (ii) prescribed full time work experience. (Details refer to exemption criteria table overleaf.)

   「過往學術資格」或「全職工作經驗」可用作申請豁免修讀全人發展單元，詳情可參閱背頁資料。

3. Applicant needs to follow the application period. Late application will not be accepted. Applicant has to attend class as usual before application result announcement. For Applicants studying in part-time mode, they could accumulate required full-time work experience along their study and apply for exemption with sufficient work experience.

   修讀全日制的申請人須於第一學年/學期開課後兩星期內主動申請，逾期申請將不獲考慮。申請豁免修讀未經批准前，申請人須如常上課。由於兼讀制申請人大多為在職人士，申請人可在修讀期間累積全職工作經驗申請豁免有關單元。

4. For the applicants studying in part-time mode: please note that if you are unsuccessful on the application, you have to study the corresponding module(s).   The period of study will be announced by the department.

   兼讀制申請人: 若你的申請不成功，你需要修讀相關單元，所屬學系會通知你修讀的日期和時間。

5. Applicant needs to fill the **Full-time Work Experience details (Appendix A)** and attach the respective Academic transcript, proof of sufficient full-time work experience, e.g., employer's certification, salary statement, to support the application.

   申請人遞交申請表時須填妥**工作經驗資料(附件 A)**及附上相關的學歷證明及就業證明文件。

6. Applicant needs to complete the specific assessment(s) (in **Appendix B**) according to the module(s) you apply for exemption.

   申請人須完成其所申請豁免修讀單元的評核(附件 B)。

   Appendix B consists of 3 assessment papers with the exemption arrangement as follows:

   附件 B 有三份評核試卷，詳情列於下表：

Pass in 取得合格	Module qualified for exemption 可取得豁免修讀單元	For the applicant of
Assessment Paper 1	SDD4001 or	Entry Cohort from AY2015/16

評核試卷一	SDD4005/SDD4005M		
Assessment Paper 2 評核試卷二	SDD4002, SDD4003, SDD4002&SDD4003 or SDD4006/SDD4006M		
Assessment Paper 3 評核試卷三	SDD4004 or SDD4007		

7. The **assessment (Appendix B)** should be completed and submitted **within 2 weeks from the date issued or before the deadline as required (whichever is earlier). Late submission will not be accepted**.

　　申請人須於收到評核後 2 星期內或指定限期前（以較早到期者為準）遞交評核。逾期遞交將不獲受理。

8. **Please note that cheating, including plagiarism, in the Assessment will be liable to disciplinary action and penalties**.　Suspected cheating cases will be investigated by a Disciplinary Board.　For established cheating cases, the offender will be subject but not limited to the penalties of "failing the module" or "failing all the modules for the semester" (For detail, please refer to the Student Handbook).

　　請注意就有關「評核」的欺騙行為（包括抄襲），會受到紀律處分。涉嫌欺騙行為的個案，將會交由紀律委員會調查，經查證並確認成立後，違規者會受到「學科不合格」或「全部學科不合格」等處分（詳情請參閱學生手冊）。

9. Please note that the module exemption and the assessment fees are as follows:

　　請注意豁免修讀單元申請及評核費用如下:

Number of Modules Applied for Exemption 豁免修讀單元 申請數目	**Application Fee for Module Exemption** **($100 per Module)** 豁免修讀單元 申請費用 （每單元**$100**）	**Assessment Fee** **($400 per Module)** 評核費用 （每單元**$400**）	**Total** 總數
1	**$100**	**$400**	**$500**
2	**$200**	**$800**	**$1000**
3	**$300**	**$1200**	**$1500**

10. Please note that there is no reassessment and no reapplication of module exemption on a particular module. Students who failed in the application have to study the modules(s).

　　請注意每個單元的「評核」不設補考及再申請，未能豁免的同學須修讀相關單元。

11. For enquiry, please contact the Student Development Office (SDO) in campus.

　　如有任何查詢，請聯絡院校的學生發展處。

Whole Person Development Module Exemption Criteria 豁免修讀全人發展單元準則

Programme^ 課程	Modules 單元名稱	Academic Criteria 認可之過往學術資格	Or Work Experience 或 全職工作經驗	
HD 高級文憑 (For entry cohort from <u>**AY2015/16 to AY2018/19**</u>)	SDD4001 WPD: Self-Efficacy Enhancement 全人發展： 自我提升	A pass* in WPD3200S or in WPD4063 & WPD4041 or in WPD4063 & WPD4082 or prior learning relevant to the module content 曾經在 WPD3200S 或 WPD4063和WPD4041 或 WPD4063和WPD4082 或 取得及格成績* 或 其他相關之認可過往資歷	Or 或	Two years full-time work experience acquired after meeting the minimum entrance requirement **and Assessment** 達HD 最低入學要求後累積的二年全職工作經驗 及 評核
	SDD4002 WPD: Global Vision 全人發展： 國際視野	A pass* in WPD3202S or prior learning relevant to the module content 曾經在 WPD3202S 取得及格成績* 或 其他相關之認可過往資歷	Or 或	Two years full-time work experience acquired after meeting the minimum entrance requirement **and Assessment** 達HD 最低入學要求後累積的二年全職工作經驗 及 評核
	SDD4003 WPD: SMART in Action 全人發展： 團隊策動	A pass* in WPD4052 or in WPD4201S or prior learning relevant to the module content 曾經在 WPD WPD4052 或 WPD4201S 取得及格成績* 或 其他相關之認可過往資歷	Or 或	Two years full-time work experience acquired after meeting the minimum entrance requirement **and Assessment** 達HD 最低入學要求後累積的二年全職工作經驗 及 評核
	SDD4004 WPD: Integrated Career Development 全人發展： 事業發展	A pass* in WPD3203S or in WPD3204S or in WPD4074 or prior learning relevant to the module content 曾經在 WPD3203S 或 WPD3204S 或 WPD4074 取得及格成績* 或 其他相關之認可過往資歷	Or 或	Two years full-time work experience acquired after meeting the minimum entrance requirement **and Assessment** 達HD 最低入學要求後累積的二年全職工作經驗 及 評核

Programme^ 課程	Modules 單元名稱	Academic Criteria 認可之過往學術資格		Or Work Experience 或 全職工作經驗
HD 高級文憑 (For entry cohort from **AY2019/20**)	SDD4005/SDD4005M MindShift: Achieving Personal Growth & Effectiveness 心智轉換：實踐個人成長與效能	A pass* in SDD4001 or in WPD3200S or in WPD4063 & WPD4041 or in WPD4063 & WPD4082 or prior learning relevant to the module content 曾經在 SDD4001或 WPD3200S 或 WPD4063和WPD4041 或 WPD4063和WPD4082 或 取得及格成績* 或 其他相關之認可過往資歷	Or 或	Two years full-time work experience acquired after meeting the minimum entrance requirement **and** **Assessment** 達HD 最低入學要求後累積的二年全職工作經驗 及 **評核**
	SDD4006/SDD4006M Collaboration, Teamwork & Social Engagement 合作、團隊與社會參與	A pass* in SDD4002 or WPD3202S **AND** in SDD4003 or WPD4201S or prior learning relevant to the module content 曾經在 SDD4002或WPD3202S **及** SDD4003或WPD4201S 取得及格成績* 或 其他相關之認可過往資歷	Or 或	Two years full-time work experience acquired after meeting the minimum entrance requirement **and** **Assessment** 達HD 最低入學要求後累積的二年全職工作經驗 及 **評核**
	SDD4007 Enhancing Competencies in the 21st Century Workplace 21 世紀工作才能	A pass* in SDD4004 or in WPD3203S or in WPD3204S or in WPD4074 or prior learning relevant to the module content 曾經在 SDD4004或 WPD3203S 或 WPD3204S 或 WPD4074 取得及格成績* 或 其他相關之認可過往資歷	Or 或	Two years full-time work experience acquired after meeting the minimum entrance requirement **and** **Assessment** 達HD 最低入學要求後累積的二年全職工作經驗 及 **評核**

^ For some Engineering Programmes, students opt for the Diploma Award amid their course of studying NHD, student should consult the Department concerned for details.

個別修讀工程課程的同學，如在修讀期間，選擇獲取文憑資格，請向部門查詢有關詳情。

* A pass – "P" (Pass) or "M" (Merit) is shown for the module concerned in the Academic Transcript. "T" (Exemption by academic background) or "Z" (Exemption by other justifiable grounds) is not eligible as the exemption criteria.

及格成績 – 有關單元取得 "P"(及格) 或 "M"(優異)之成績。 有關單元曾獲批豁免修讀 "T"(學術背景)或 "Z" (其他)，則不能用作是次豁免申請。