

Application for Credit Transfer/Course Exemption

<i>For Direct Admission (Non-JUPAS) Applicant</i>	
Name of Applicant: _____ (in English)	_____ (in Chinese)
HKID Card/Passport/Travel Document No.: _____	
Institution Attended: _____	
Programme Studied: _____	
(Expected) Date of Conferment of the Award: _____	
Choice(s) of Study Programmes	
1 st Choice: _____	
2 nd Choice: _____	
3 rd Choice: _____	

<i>For Current LU/CCLU Student</i>	
Name of Student: _____	Student No.: _____
Year of Study: _____	1 st / 2 nd Term, 20 _____ - _____
Study Programme: _____	

Regulations and Procedures for Credit Transfer/Course Exemption:

1. An applicant who has passed public, professional, or other examinations recognised by the University or has successfully completed a course at an appropriate level, such as a Sub-degree (SD) programme, offered by the University or another tertiary institution may apply for credit transfer/course exemption.
2. If the application for **credit transfer** is approved, the student will be exempted from taking a similar course offered by the University (or, if the University does not offer a similar course, the student may be exempted from taking a free-elective or a General Education course) and granted with equivalent credits.
3. If the application for **course exemption** is approved, the student will be exempted from taking a similar course offered by the University. However, credits are not granted, and the student has to take another course to make up for the total number of credits required for graduation.
4. A minimum grade C- is required for credit transfer of courses taken in SD programmes to undergraduate degree programmes. Individual departments have discretion to adopt a higher minimum grade where appropriate.
5. Normally, a student may not be granted more than 50% of the required number of credits for an academic award or the Minor Programme.
6. The transfer of credits upon admission should be a one-off exercise. No subsequent transfer of credits will be approved during the course of the admittee's study at LU except for newly gained qualifications after admission. A student should not enrol in a course for which he/she has been granted exemption (with or without credits). If the student has enrolled in a course and is subsequently granted exemption, he/she is not required to apply to drop the exempted course.
7. For new applicants, please submit the completed Application for Credit Transfer/Course Exemption together with copies of academic results and a detailed syllabus for each subject you are applying for credit transfer/course exemption via the Online Application for Direct Admission.

Application for Credit Transfer/Course Exemption :

To be completed by the Applicant				To be completed by LU Programme Office/Department of the Applicant's Major Programme			
Subject(s) passed in public or professional examinations/Course(s) completed in tertiary institution(s)				Type of Recognition #	Equivalent Course(s) in LU (for CT(S) and EN, please specify the corresponding LU course code and title; for CT(F), please state 'free elective'; for CT(G), please specify the category as 'A', 'B', 'C' and 'D'.)		
Course Code	Course Title	No. of Credits (if applicable)	Grade/Score		Course Code	Course Title	No. of Credits (for CT only)
Signature : _____ Date : _____				Total Credits:			

Note to Programme Director/Head of Department: Please return this form to the Registry after completion together with the original supporting documents within two weeks after receiving this form.

CT(S) = Credit transfer for similar course offered by Lingnan University
 CT(F) = Credit transfer as free elective
 CT(G) = Credit transfer as a General Education course
 EN = Course exemption with no credits granted
 N = Not granted

No. of Course Recognitions: CT (S) _____ CT (F) _____ CT (G) _____ EN _____ N _____

Approved by: _____ (Name: _____)
 Programme Director/Head of Department

<p>Registry's Use</p> <p>Supporting documents inspected by _____ on _____</p> <p>Student records updated by _____ on _____</p>

Copy : () The Applicant/Student