

Application for Credit Transfer/Course Exemption

* Please delete as appropriate

<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 ^(Note) /Major Programme*: _____	

Note: for students whose Major Programme has not been allocated.

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. In case there is no similar course being offered by the University but the course completed at another recognised tertiary institution falls in the Major discipline(s) of the student, Core Curriculum courses or free electives, the student may be exempted from taking a course in the Major discipline(s) or Core Curriculum or a free elective and granted with equivalent credits, if the application is approved.
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. For Core Curriculum courses, credit transfer/course exemption shall normally be limited to two common core courses and a maximum of 9 (effective for 2015-16 intake) or 18 (effective from 2016-17 intake to 2018-19 intake) or 15 (effective from 2019-20 intake) credits of cluster courses.
5. For Service-Learning courses offered by overseas institutions must be approved by either the Director of the Office of Service-Learning or the Department Heads for BA students or Programme Directors for BBA/BSocSc students.
6. For credit transfer of courses taken in undergraduate or SD programmes to 4-year undergraduate programmes offered by the University, a minimum grade C is required. Individual faculties/departments have discretion to adopt a higher minimum grade where appropriate.
7. Normally, a student may not be granted credit transfer/course exemption for more than 50% of the required number of credits for an academic award or the Minor Programme.

8. Block Credit Transfer for Graduates from Local SD Programmes Accredited with Level 4 of the Qualifications Framework (effective for 2015-16 intake)
- a. Block credit transfer will be granted to an eligible SD graduate who is designated as a Year 3 student upon admission.
 - b. Block credit transfer of 39[^] credits will be granted with details as follows:
 - (i) 12 credits of the Core Curriculum comprising 6 credits in the Common Core (CCC8001 Logic and Critical Thinking and CCC8002/CCC8012 The Making of Hong Kong*) and 6 credits in the cluster courses#;
 - (ii) 3 credits of Chinese language course (normally LCC1010 Practical Chinese I);
 - (iii) 3 credits of English language course (normally LCE1010 English for Communication I); and
 - (iv) 21[^] credits of free electives.

[^] For BBA Accounting Stream admittees (and for BBA-Risk and Insurance Management programme admittees effective from 2018-19 intake), as they are required to take a total of 18 credits of free electives under the programme structure, only 18 credits of free electives can be transferred. Thus, only 36 credits instead of 39 credits in total will be transferred.

* In the case of graduates from the sub-degree programmes offered by The Community College at Lingnan University who have completed GEA103X Logic and Critical Thinking and GEB237X Understanding Morality, the 6 transfer credits will include CCC8003 Understanding Morality instead of CCC8002 The Making of Hong Kong.

The transfer student will need to take 15 credits in the clusters (5 courses) with one from each of the five clusters.
 - c. The transfer student may apply for additional credit transfer/course exemption upon admission following provisions in the Academic Regulations for Undergraduate Programmes.
9. Block Credit Transfer for Graduates from Local SD Programmes Accredited with Level 4 of the Qualifications Framework (effective from 2016-17 intake to 2018-19 intake[@])
- a. Block credit transfer will be granted to an eligible SD graduate who is designated as a Year 3 student upon admission, as prescribed in the Academic Regulations for Undergraduate Programmes.
 - b. Block credit transfer of 51[^] credits will be granted with details as follows:
 - (i) 24 credits of the Core Curriculum comprising 6 credits in the Common Core (CCC8001 Logic and Critical Thinking and CCC8002/CCC8012 The Making of Hong Kong*) and 18 credits in the cluster courses#;
 - (ii) 3 credits of Chinese language course (normally LCC1010 Practical Chinese I);
 - (iii) 3 credits of English language course (normally LCE1010 English for Communication I); and
 - (iv) 21[^] credits of free electives.

[@] In the event that students are unable to complete the two required Common Core courses (viz. CCC8003 Understanding Morality and CCC8004 World History and Civilisations) by the last offering year, they will be required to apply for Common Core substitution with sound justifications subject to approval of the Director of CCGE on a case-by-case basis.

[^] For BBA Accounting Stream admittees (and for BBA-Risk and Insurance Management programme admittees effective from 2018-19 intake), as they are required to take a total of 18 credits of free electives under the programme structure, only 18 credits of free electives can be transferred. Thus, only 48 credits instead of 51 credits in total will be transferred.

* In the case of graduates from the sub-degree programmes offered by The Community College at Lingnan University who have completed GEA103X Logic and Critical Thinking and GEB237X Understanding Morality, the 6 transfer credits will include CCC8003 Understanding Morality instead of CCC8002 The Making of Hong Kong.

The transfer student will need to take the remaining 3 credits of cluster course from the “Science, Technology and Society” cluster.
 - c. To make up a 54-credit transfer, the transfer student should apply for additional credit transfer/course exemption upon admission following provisions in the Academic Regulations for Undergraduate Programmes.
10. Block Credit Transfer for Graduates from Local SD Programmes Accredited with Level 4 of the Qualifications Framework (effective from 2019-20 intake)
- a. Block credit transfer will be granted to an eligible SD graduate who is designated as a Year 3 student upon admission, as prescribed in the Academic Regulations for Undergraduate Programmes.
 - b. Block credit transfer of 51[^] credits will be granted with details as follows:
 - (i) 21 credits of the Core Curriculum comprising 6 credits in the Common Core (CCC8011 Critical Thinking: Analysis and Argumentation and CCC8012 The Making of Hong Kong) and 15 credits in the cluster courses;
 - (ii) 3 credits of Chinese language course (normally LCC1010 Practical Chinese I);
 - (iii) 3 credits of English language course (normally LUE1001 University English I); and
 - (iv) 24 credits of free electives.

[^] For BBA Accounting Stream admittees (and for BBA-Risk and Insurance Management programme admittees effective from 2018-19 intake), as they are required to take a total of 18 credits of free electives under the programme structure, only 18 credits of free electives can be transferred. Thus, only 48 credits instead of 51 credits in total will be transferred.

- c. To make up a 54-credit transfer, the transfer student should apply for additional credit transfer/course exemption upon admission following provisions in the Academic Regulations for Undergraduate Programmes.
11. Block Credit Transfer for Graduates from Local SD Programmes Accredited with Level 4 of the Qualifications Framework (effective from 2020-21 intake)
- a. Block credit transfer will be granted to an eligible SD graduate who is designated as a Year 3 student upon admission, as prescribed in the Academic Regulations for Undergraduate Programmes.
- b. Block credit transfer of 54 credits will be granted with details as follows:
- (i) 21 credits of the Core Curriculum comprising 6 credits in the Common Core (CCC8011 Critical Thinking: Analysis and Argumentation and CCC8012 The Making of Hong Kong) and 15 credits in the cluster courses;
 - (ii) 3 credits of Chinese language course (normally LCC1010 Practical Chinese I);
 - (iii) 3 credits of English language course (normally LUE1001 University English I); and
 - (iv) 27^ credits of free electives.
^ For BBA Accounting Stream admittees and for BBA-Risk and Insurance Management programme admittees, as they are required to take a total of 24 credits of free electives under the programme structure, only 24 credits of free electives can be transferred. Thus, only 51 credits instead of 54 credits in total will be transferred.
- c. To make up a 54-credit transfer, BBA and BBA-Risk and Insurance Management programme students should apply for additional credit transfer/course exemption upon admission following provisions in the Academic Regulations for Undergraduate Programmes.
12. For those applicants who are granted Block Credit Transfer, no further credit transfer should be granted for common core courses. In any case, ENG2020 Varieties of English cannot be exempted.
13. [Applicable to students from 2015-16 intake] A newly-admitted student who wishes to apply for credit transfer/course exemption **based on qualifications obtained before admission to the University must submit his/her application upon admission**, but in any case **no later than 10 calendar days after the commencement of the first term of the admission year**. Late application will NOT be accepted under any circumstances.
14. 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 enroll 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 and the University will drop the course concerned on behalf of the student.
15. For direct admission applicants, please submit the completed Application for Credit Transfer/Course Exemption form 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 System for Direct Admission.

Personal Information Collection Statement:

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
3. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the Registry (registry@LN.edu.hk).

Application for Credit Transfer / Course Exemption:

To be completed by the Applicant				To be completed by LU Faculty / Programme Office / Department of the Applicant's Major Programme			^CEAL/CLEAC (for Language Courses only) or CCGEO (for CC/GE courses) or OSL (for SLP courses) Endorsement
Subject(s) passed in public or professional examinations/Course(s) completed in tertiary institution(s)				<input type="checkbox"/> Programme Admittee – Total Block Transfer Credits: 54 (27 for Free Elective)* <input type="checkbox"/> Not Eligible for Block Transfer Credits * * Please check one of the boxes			
				<input type="checkbox"/> CCLU Graduate who has taken GEAX103 & GEBX237			
				Type of Recognition #	Equivalent Course(s) in LU [for CT(S) and EN, please specify the corresponding LU course code and title] If no similar course(s) in LU [for CT(F), please state 'free elective'; for CT(P), please state 'major programme elective'; for CT(C), please specify which of the five cluster it is concerned]		
Course Code	Course Title	No. of Credits (if applicable)	Grade/Score	Course Code	Course Title	No. of Credits (for CT only)	
Signature : _____ Date : _____				Block Credit Transfer(a):		48 / 51 / 54 / Not applicable	
				Number of Credits Approved(b):			
				Total Transfer Credits(a+b):			

Notes to Applicants: If there are insufficient rows above, please write on a separate sheet to be attached to this application form.

Notes to Programme Director / Head of Department / Faculty Dean:

- For applications related to language requirement courses, please refer to the “General Guidelines on Course Exemption/Credit Transfer for Undergraduate Programmes” and “University Policy on Required Language Courses for Non-local Students and Non-Chinese Speaking Students” (available at: <http://www.ln.edu.hk/reg/info/intranet/index.php>).
- Please return this form to the Registry after completion together with the original supporting documents.

CT(S) = Credit transfer for similar course / common core course in the Core Curriculum offered by Lingnan University

CT(F) = Credit transfer as free elective

CT(P) = Credit transfer as a major programme elective

CT(C) = Credit transfer as a cluster course in the Core Curriculum :-

A - Creativity and Innovation

B - Humanities and the Arts

C - Management and Society

D - Science, Technology and Society

E - Values, Cultures and Societies

EN = Course exemption with no credits granted

N = Not granted

^ Not applicable to LIFE graduates

Copy : () The Applicant/Student

Approved by: _____ (Name: _____)
 Programme Director/Head of Department/Faculty Dean/Associate Dean (Undergraduate Studies)
 (for students whose Major programme has not been allocated or a student registered for an interdisciplinary Major or a student-designed Major)

Registry's Use

Supporting documents inspected by _____ on _____

Student records updated by _____ on _____