

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/test 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 and granted with equivalent credits. 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 of the student, Core Curriculum courses or free electives, the student may be exempted from taking a course in the Major 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 for 2019-20 intake to 2025-26 intake) or 12 (effective from 2026-27 intake) credits of cluster courses.
5. For Service-Learning courses offered by overseas institutions, the application must be approved by either the Director of Service-Learning or the Department Heads for BA students or Programme Directors for BBA/BLA/BSc/BSocSc students.
6. For credit transfer of courses taken in undergraduate or SD programmes to undergraduate programmes offered by the University, a minimum grade C is required. Individual programmes/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 Sub-degree Programmes Accredited with Level 4 of the Qualifications Framework for Senior Year Entry
 - a. Block credit transfer will be granted to an eligible sub-degree, viz. Associate Degree and Higher Diploma, graduate who is designated as a Year 3 student upon admission, as prescribed in the Academic Regulations for Undergraduate Programmes.
 - b. Effective from 2021-22 intake to 2025-26 intake, block credit transfer of 60* 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 Chinese Communication I);
 - (iii) 3 credits of English language course (normally LUE1001 University English I);
 - (iv) 6 credits of programme required/elective courses; and
 - (v) 27* credits of free electives.
- * For admittees to the BBA Accounting/Accounting and Corporate Governance Major and for BBA-Risk and Insurance Management programme, 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 57 credits instead of 60 credits in total will be transferred.
9. Block Credit Transfer for Students/Graduates from Local Sub-degree Programmes Accredited with Level 4 of the Qualifications Framework for First-Year-First-Degree (FYFD) Entry
 - a. Block credit transfer will be granted to an eligible sub-degree, viz. Associate Degree and Higher Diploma, student/graduate who is designated as a Year 2 student but using FYFD places upon admission, as prescribed in the Academic Regulations for Undergraduate Programmes.
 - b. Effective from 2021-22 intake, block credit transfer of 30 credits will be granted with details as follows:
 - (i) 12 credits of any four cluster courses of the Core Curriculum;
 - (ii) 3 credits of English language course (normally LUE1001 University English I); and
 - (iii) 15 credits of free electives.
 10. Block Credit Transfer for Hong Kong Advanced Level Examination (HKALE) / International Baccalaureate (IB) / GCE Advanced Level (GCEAL) / International Advanced Level (IAL) Holders
 - a. Effective from 2021-22 intake, block credit transfer of 15* credits on free electives will be granted to HKALE/ IB/ GCEAL/ IAL holders with seven years of secondary schooling.

* 9 credits on free electives for students of 2018-19 intake to 2020-21 intake.
 11. For details on credit transfer/ course exemption on English Language Enhancement (ELE) courses, students should refer to <https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-enhancement-electric-curriculum> and <https://www.ln.edu.hk/ceal/>.
 12. The transfer student may apply for additional credit transfer/course exemption following provisions in other sections of the academic regulations, in particular, subject to the limits stipulated under the Academic Regulations for Undergraduate Programmes.
 13. For admittees who are admitted in 2020-21 intake or before, please refer to the Academic Regulations for Undergraduate Programmes for details.
 14. For those applicants who are granted Block Credit Transfer, no further credit transfer should normally be granted.
 15. 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.
 16. 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 and the University will drop the course concerned on behalf of the student.
 17. 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. Lingnan University may collect, use and/or process the following types of personal data (a) basic identification, biometric data and personal information such as your name, age, gender, ID and passport numbers; (b) contact details such as your address, mobile number, email address and emergency contact; and (c) other information about you provided to Lingnan University.
2. The purpose of collecting/ using/ processing personal data by means of this form is to process applications for Registry Services. The Registry may use your emails and phone numbers for communication with you.
3. In order to serve the specified purpose(s), the personal data collected in this form may be transferred to other units within Lingnan University, which are located in the jurisdiction of Hong Kong. All information provided will be disposed of after all the required actions.
4. Without your express approval, or unless required/ permitted by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point 3.
5. Unless indicated otherwise, all personal data requested in this form is required for its purpose. If such data is incomplete or inaccurate, your application will be void or delayed.
6. Without your consent, Lingnan University will not use your personal information provided to us to conduct direct marketing, and you may opt-out from direct marketing at any time.
7. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests to access your personal data, please contact the Chief Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Registry at registry@LN.edu.hk.
8. This Personal Information Collection Statement may be supplemented by the [Addendum to Personal Information Collection Statement – Mainland China](https://www.ln.edu.hk/reg/pics/mainland) (<https://www.ln.edu.hk/reg/pics/mainland>) and/or [Addendum to Personal Information Collection Statement – EU](https://www.ln.edu.hk/reg/pics/eu) (<https://www.ln.edu.hk/reg/pics/eu>) as applicable.

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 OCC (for CC Courses) or OSL (for SLP Courses) Endorsement
Subject(s) passed in public, professional, or other examinations/test/Course(s) completed in tertiary institution(s)				☐ Programme Admittee – Total Block Transfer Credits: 60 (27 for Free Elective)* to Year 3 admittees / 30 to Year 2 admittees ☐ Not Eligible for Block Transfer Credits * * Please check one of the boxes ☐ 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	
Course Code	Course Title	No. of Credits (if applicable)	Grade/Score				
☐ I confirm that I have read and understood the information in the application form, and declare that all the information I have provided to the University is complete and accurate. Signature : _____ Date : _____				Block Credit Transfer(a):		30 / 48 / 51 / 54 / 57 / 60 / 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:

- Please refer to the "General Guidelines on Course Exemption/Credit Transfer for Undergraduate Programmes" (available at: <http://www.ln.edu.hk/reg/info/intranet>).
- For applications related to language requirement courses, please additionally refer to "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>).
- 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, Mathematics 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

Form 9.9.1.2 Oct 2025

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

Registry's Use

Supporting documents inspected by _____ on _____

Student records updated by _____ on _____