

HONG KONG BAPTIST UNIVERSITY
Undergraduate Studies Section

Application for Transfer of Units – Students Returned from Exchange

General Regulations for Transfer of Units:

- (1) Under normal circumstances, students may be granted transfer units which amount to no more than one-third of the total units required for graduation. By special approval of the Academic Registrar, a student may receive transfer units of up to one-half of the unit-requirement.
- (2) The University reserves the right to refuse to grant units for subjects with grades below the equivalence of grade C in the Baptist University grading system, and for subjects which are not at post-Advanced Level.
- (3) In some cases, a student may be required to sit for proficiency test(s) or qualifying examination(s) prior to the granting of transfer units.
- (4) Units transferred from other institutions are recorded without inclusion in grade point average calculation.

Application Procedures:

- (1) Students who wish to apply for transfer of units should
 - a) complete relevant part(s) of Section I and/or II of this application form.
 - b) submit the form(s) together with copies of the subject outlines/syllabuses and academic transcripts to the Undergraduate Studies Section. Original copy should be produced for verification, when required.
- (2) The Undergraduate Studies Section will pass the application to the relevant departments for recommendation, and finally for the Academic Registrar's approval.
- (3) The Undergraduate Studies Section will notify students of the result of the application.
- (4) Students should not re-take subjects for which transfer units have been granted.

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STUDENT PARTICULARS	
Name: _____	Student No.: _____
Study Programme: _____	Phone/Mobile No.: _____
University attended: _____	Period of Exchange: _____
Signature of Student: _____	Date: _____

(I) SUBJECTS APPLIED FOR TRANSFER (Major Core / Major Elective subjects)

Subject(s) Taken during Exchange				Equivalent subject(s) in HKBU				Recommendation of Major Department	AAR's Approval	
Subject Code	Subject Title	No. of Units	Grade Obtained	Subject Code	Subject Title	No. of Units	Subject Group declared	Recommended for Transfer (Yes / No)	Yes	No
							#U-			

Signature : _____
 Course Director (BBA)/Programme/Department Head

Date : _____

Signature : _____
 Assistant Academic Registrar

Date : _____

<p><u>For AR use only</u></p> <p>Application received by _____ on _____</p> <p>Result sent to student by _____ on _____</p> <p><u>Successful application:</u></p> <p>Grade Entry by _____ on _____</p> <p>Graduation Requirements Updated & Checked by _____ on _____</p>

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STUDENT PARTICULARS	
Name: _____	Student No.: _____
Study Programme: _____	Phone/Mobile No.: _____
University attended: _____	Period of Exchange: _____
Signature of Student: _____	Date: _____

(II) SUBJECTS APPLIED FOR TRANSFER (Complementary Studies / Free Elective subjects)

Subject(s) Taken during Exchange				Equivalent subject in HKBU		Recommendation of Subject Offering Dept on Subject Transfer		Recommendation of Programme or Department Head #			AAR's Approval			
Subject Code	Subject Title	No. of Units	Grade Obtained	Subject Code	Subject Category <i>(Complementary Studies / Free Elective subject)</i>	Yes	No	Recommended for Transfer <i>(Please indicate the no. of units recommended for transfer & its equivalent subject level)</i>		Not Recommended for Transfer			Yes	No
								No. of Units	Subject Level					

If the subject applied for transfer is not approved by the subject offering Department, please indicate whether the Major Department approves the subject as a Free Elective or Complementary Studies subject, without making it an equivalent subject as requested by the student.

Signature : _____
 Course Director (BBA)/Programme/Department Head

Date : _____

Signature : _____
 Assistant Academic Registrar

Date : _____

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