

**HONG KONG BAPTIST UNIVERSITY
COLLEGE OF INTERNATIONAL EDUCATION
ASSOCIATE DEGREE PROGRAMME**

**Application for Transfer of Units / Course Exemption
(For Year One Students for 2023 intake)
(Deadline for Submission: 8 September 2023)**

General Regulations for Transfer of Units / Course Exemption:

1. Students admitted to Year 1 of study with advanced standing may apply for transfer of units if they had taken equivalent courses in other institutions before admission. They may be granted up to 15 units of transferred units. Out of these 15 units, the transfer of units for Core courses and Level 1 Foundational courses will be capped at 12 units. If the application is approved, they will be exempted from taking the courses in the curriculum and no course replacement is required.
2. The College reserves the right to refuse to grant units for courses which are not deemed to be equivalent to the courses offered by the College and for courses with grades below the equivalence of grade C in the HKBU grading system.
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 of units.
4. Units transferred from other institutions will be excluded from the calculation of Grade Point Average (GPA).
5. Before the application result is released, students have to attend all scheduled classes they have enrolled.
6. Students may be exempted from **CCLC1206 Written and Spoken Modern Chinese** if they have attained one of the following qualifications prior to admission:
 - a. Level 5** in Chinese Language in HKDSE; or
 - b. Grade 7 in Chinese A1 / Chinese Language A / Chinese A: Literature / Chinese A: Language and Literature (HL)¹ in International Baccalaureate (IB) Higher Level (HL) / Standard Level (SL); or
 - c. Grade A* in Chinese in the GCE Advanced Level (AL); or
 - d. 130 marks or above (with 150 as the full marks) in Chinese Language (語文) in National Higher Education Entrance Examination (Gaokao); or
 - e. Grade 15 in Chinese Language (國文) in General Scholastic Ability Test (GSAT); or
 - f. “頂標” in Chinese Language (國文) in Department Required Test / Advanced Subjects Test (AST); or
 - g. Other qualifications not listed in the above will be considered case by case by the College.
7. Students may be exempted from **CCLC1201 English Academic Writing I** if they have attained one of the following qualifications prior to admission:
 - a. Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR) Level C2; or
 - b. Score 7.5 or above with no sub-scores below 7.0 (Academic Level) in the International English Language Testing System (IELTS)²; or
 - c. Level 5** in English Language in HKDSE; or
 - d. Grade 5 or above in English A1 / English Language A / English A: Literature / English A: Language and Literature (HL)³ or Grade 6 or above in English B / English Language B (HL)⁴ or Grade 6 or above in English A1 / English Language A / English A: Literature / English A: Language and Literature (SL)³ in International Baccalaureate (IB) Higher Level (HL) / Standard Level (SL); or
 - e. Grade 5 or above in English Language / English Language and Composition / English Literature and Composition in Advanced Placement (AP); or
 - f. Grade A in English Language in the GCE Advanced Subsidiary Level (ASL); or
 - g. Grade D3 or above in Literature in English in Cambridge Pre-U; or
 - h. 610 or above (paper-based) or 105 or above (internet-based) in Test of English as a Foreign Language (TOEFL)²; or
 - i. Other qualifications not listed in the above will be considered case by case by the College.

Remarks:

1 The course is for students whose first language is Chinese and includes the study of selections from world literature.

2 The validity period for IELTS and TOEFL is two years from test dates.

3 The course is for students whose first language is English and includes the study of selections from world literature.

4 This is a foreign language course for students with two to four years' previous experience with the language.

8. Students who have been granted course exemption are required to replace the exempted courses with other courses to make up for the units being exempted.
9. The tuition fee paid for the course(s) where unit transferred/course exemption is approved is non-refundable and non-transferable.

Application Procedures:

1. Please submit the completed form with copies of result slip / academic transcripts and the course outlines / syllabuses to the Academic Registry Services Section by email to cie@hkbu.edu.hk on or before the submission deadline. Late application will NOT be considered. Original copy should be produced for verification, when required.
2. For study programmes not organised by CIE or HKBU, students are also required to submit the course assessment method together with the documents listed under point (1) above.
3. The College will notify students of the result normally within three weeks after full submission of the relevant documents.

Note:

1. Students who are waiting for the issuance of official transcript by other institutions may submit application for unit transfer with a student copy of transcript first. However, the approval of unit transfer without an official transcript is conditional. Approval of unit transfer will only be confirmed upon receipt of the official transcript.
2. After the College's course withdrawal deadline, no dropping of course / course withdrawal arising from approval of unit transfer will be allowed. In other words, students should complete the unit transfer procedures by submitting the official transcript to the Academic Registry Services Section as early as possible.
3. The data collected will be used for the purpose of application for transfer of units / course exemption. The personal data held by the Academic Registry Services Section will be kept confidential but they may be shared with appropriate parties and personnel of the University.
4. Collection of personal data adheres to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University. Please refer to <https://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/> for access to the PPS/PICS.

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Student Name:		Student No.:	
Concentration Studies:		Contact Phone No.:	
Student's Signature:		Date:	

COURSES APPLIED FOR UNIT TRANSFER / COURSE EXEMPTION (please put a “✓” where as appropriate)

☐ CCLC1206 Written and Spoken Modern Chinese (3 units)

☐ CCLC1201 English Academic Writing I (3 units)

☐ Others:

Qualification Attained			For Office Use Only	
			Recommendation (Yes / No)	Approval (Yes / No)
Qualification Attained	Subject	Grade Obtained		
<i>e.g.(1) GCE Advanced Level (AL)</i>	<i>Chinese (AL)</i>	<i>A*</i>		
<i>e.g.(2) IELTS (Academic Level)</i>	<i>Overall Score (with no sub-scores below 7.0)</i>	<i>7.5</i>		

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		By	On	Remarks
1.	Application received			
2.	Copies of result slip/academic transcripts verified			
3.	Result sent to student			
4.	Grade entry updated (for successful application) (TR / EX)			