

**LINGNAN UNIVERSITY**  
**Master of Science in International Banking and Finance Programme**

**Application for Credit Transfer/Course Exemption**

Name: _____ (in English)
Application Number / Student ID: _____
Institution Attended: _____
Programme Studied: _____
(Expected) Date of Conferment of the Award: _____

**Regulations and Procedures for Credit Transfer/Course Exemption:**

1. An applicant who has successfully completed a similar course at an appropriate level offered by the University or a recognised institution may apply for credit transfer/course exemption.
2. The application for credit transfer/course exemption shall be submitted as early as possible. For those applicants who have already obtained the proof of their previous credits prior to their studies in the MIBF Programme, the application shall be submitted by the first week of the first admitted term.
3. If the application for **credit transfer** is approved, the student will be exempted from taking the corresponding course offered by the University and granted with equivalent credits
4. If the application for **course exemption** is approved, the student will be exempted from taking the corresponding 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.
5. Only courses passed with a grade equivalent to grade B- or above at Lingnan will be recognized for credit transfer/course exemption, but the recognized grades will not be counted in Cumulative GPA calculation.
6. Normally, a student may not be granted credit transfer/course exemption for more than 30% of the required number of credits for the academic award. However, double-master students could transfer up to 50% of the required number of credits for the academic award.
7. 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 MIBF programme except for newly gained qualifications after admission. A student should not enroll in a course for which he/she has been granted credit transfer/course exemption.
8. For non-MIBF courses completed, please submit copies of academic results and a detailed course syllabus as supporting documents for this application.
9. Tuition fee is on the basis of the whole programme and usually remains unchanged with successful credit transfer application. Exceptions may apply for Double-master students and special cases.

**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. 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 such requests, please contact the MIBF Programme Office (mibf@LN.edu.hk).

Application for Credit Transfer/Course Exemption :

To be completed by the Applicant				To be completed by Programme Office							
Course(s) to be recognised				Type of Recognition#	Corresponding MIBF courses						
Course Code	Course Title	No. of Credits	Grade/Score		Course Code	Course title	No. of Credits (for Credit Transfer only)				
Signature: _____				Date: _____				Total Credits: _____			

#CT(S) = Credit transfer for similar course offered by Lingnan University

No. of Course Recognitions: CT(S)\_\_\_\_ CT(F)\_\_\_\_ EN\_\_\_\_ N\_\_\_\_

CT(F) = Credit transfer as free elective

EN = Course exemption with no credits granted

N = Not granted

Approved by: \_\_\_\_\_ (Name: \_\_\_\_\_ )