

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. 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 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, 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 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 ELE courses, students should refer to <https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-enhancement-ele-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 be granted for common core courses.
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:

- a) The purpose of collecting personal data by means of this form is to process this application only.
- b) In order to serve the specified purpose(s), the personal data collected may be transferred to other units within the University for necessary actions, where applicable. All information provided will be destroyed in one year.
- c) Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point (b).
- d) Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application cannot be processed.
- e) Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
- f) 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 for access to personal data, please contact the Data Protection Officer at DPO@LN.edu.hk. For requests to correct/update personal data, please contact the Registry at 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, professional, or other examinations/test/Course(s) completed in tertiary institution(s)				<input type="checkbox"/> Programme Admittee – Total Block Transfer Credits: 60 (27 for Free Elective)* to Year 3 admittees / 30 to Year 2 admittees				
				<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):		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 / 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>).
- 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 _____