



Member of VTC Group
VTC 機構成員

高峰進修學院
Institute of Professional Education and Knowledge
學分轉移 / 單元豁免申請表
Application for Credit Transfer / Module Exemption

填寫本表格前，請先參閱第三頁的「申請須知」。Please read the 'Application Guide' on page 3 before completing this form.

第一部份：由申請人填寫 Part I: To Be Completed by Applicant

1. 個人資料 Personal Particulars:

姓名 Name _____ 中文 Chinese _____
 英文 English _____
 學生編號 Student No. _____ 課程編號 Programme Code _____ 課程名稱 Programme Title _____
 電郵地址 E-mail Address _____ 聯絡電話 Tel. No. _____

2. 申請學分轉移/豁免之單元 Module(s) to Apply for Credit Transfer / Exemption:

單元編號 Module Code	單元名稱 Module Title	學分 Credit Value	申請 [^] Applying for [^]			
			學分轉移 Credit Transfer		單元豁免 Module Exemption	
			理據 Justification:		理據 Justification:	
			曾修讀相同單元 Identical Module Previously Completed	相若學業成就 Comparable Academic Achievements	相關經驗 Relevant Experience	其他合理理由 Other Justifiable Grounds
(a)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[^] 請參考「申請須知」第 1 項，並在適當的方格填上✓號 Please refer to Item 1 of the 'Application Guide' and ✓ the appropriate box

3(a) 費用 Payment (請參考「申請須知」第 7 項 Please refer to Item 7 of the 'Application Guide')

本人現附上申請以上學分轉移/單元豁免之申請費用 (I hereby attach payment of Application fee for the above credit transfer / module exemption application)

金額 Amount: HK\$ _____

- 現金 Cash
 支票 Cheque (抬頭請寫「職業訓練局」/ payable to "Vocational Training Council") 支票號碼 Cheque No.: _____
 信用咭 Credit Card



持咭人姓名 Cardholder's Name: _____ 持咭人簽署 Cardholder's Signature: _____

信用咭號碼 Credit Card No.: _____ 到期日 Expiry Date: _____ 付款額 Amount: HK\$ _____

本人已閱讀本表格第三頁的「申請須知」並同意遵守該等規則。 I have read the 'Application Guide' on Page 3 of this form and agree to conform to the relevant regulations.

學生簽署 Signature of Student _____

日期 Date _____

3(b) 費用 Payment (請參考「申請須知」第7項 Please refer to Item 7 of the 'Application Guide')

本人現附上以上申請的學分轉移/單元豁免費用 (I hereby attach payment of credit transfer / module exemption fee for the above application)

金額 Amount: HK\$ _____

現金 Cash

支票 Cheque (抬頭請寫「職業訓練局」/ payable to "Vocational Training Council") 支票號碼 Cheque No.: _____

信用卡 Credit Card



持咭人姓名 Cardholder's Name: _____ 持咭人簽署 Cardholder's Signature: _____

信用卡號碼 Credit Card No.: _____ 到期日 Expiry Date: _____ 付款額 Amount: HK\$ _____

本人已閱讀本表格第三頁的「申請須知」並同意遵守該等規則。 I have read the 'Application Guide' on Page 3 of this form and agree to conform to the relevant regulations.

學生簽署 Signature of Student _____

日期 Date _____

第二部份：只限職員專用 Part II: For Office Use Only

1. Document copies verified Staff Name & OU _____ Signature _____ Date _____

2. Application fee received Staff Name & OU _____ Signature _____ Date _____

3. To be completed by Module Leader(s)/Coordinator(s)
(or Programme Leader/Coordinator for modules without Module Leaders):

	Recommendation for Application in Part I (2)			Staff Name & OU	Signature	Date
	Credit Transfer#	Module Exemption	Not Recommended and Reason			
(a)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(b)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(c)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(d)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(e)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				

Please input the code (if different) of the VTC module previously completed, OR the mark (out of 100) of the non-VTC module previously completed

4. To be endorsed by Programme Leader/Coordinator (for Vocational Modules)
and/or Designated Person(s) appointed by relevant AD(s) (for Generic Modules):

(Remarks: For module exemption application, Programme Leader/Coordinator should fill in and return the Annex together with this form to the respective Chairperson of Programme Board for approval.)

	Endorsement for Recommendation in Part II (3)		Staff Name & OU	Signature	Date
	Endorsed	Not Endorsed and Reason			
(a)	<input type="checkbox"/>				
(b)	<input type="checkbox"/>				
(c)	<input type="checkbox"/>				
(d)	<input type="checkbox"/>				
(e)	<input type="checkbox"/>				

5. To be approved by HoD (for NHD and FD(Level 3)) or Chairperson of Programme Board (for DVE and Cert/Dip/PC/PD at QF Levels 1-4):	
The recommendation(s) made by the Programme Leader/Coordinator and/or relevant Designated Person(s) in Part II (4) is/are: <input type="checkbox"/> All approved <input type="checkbox"/> Approved except the following (please give the module code(s) and reason(s)): <input type="checkbox"/> Not approved (please give reason(s)):	Staff Name & OU _____ Signature _____ Date _____
6. <input type="checkbox"/> Student informed of the result/arrangement	Remarks, if any: Staff Name & OU _____ Signature _____ Date: _____
7. <input type="checkbox"/> Credit Transfer/Module Exemption fee received	Staff Name & OU _____ Signature _____ Date _____
8. <input type="checkbox"/> Administrative Procedures completed & Record system updated	Staff Name & OU _____ Signature _____ Date _____

申請須知

- 如申請人曾修讀相同單元，則可申請學分轉移（考獲之單元等級／分數，將計入現正修讀之課程）；如申請人持有相若學業成就、或具備相關經驗，及/或提出其他合理理由（如殘障、特殊教育需要等），則可申請單元豁免（獲豁免單元之等級／分數，不會計算在所修讀課程之總成績內）。**現正修讀課程之每個單元，只可申請學分轉移或者單元豁免，申請人於申請前應諮詢相關課程統籌。**
- 如有需要，學院或會要求申請人參加單元豁免評核。
- 各課程可獲學分轉移或豁免修讀的單元數目，均設有上限。
- 遞交申請表時，申請人必須提供相關證明文件的**副本一份**，以及**帶同正本**以供核實。
- 申請的截止日期由相關部門／中心／辦事處決定。一般而言，每項申請之處理時間為四至六星期，而申請結果會以電郵通知申請人。
- 如未能提供足夠證明，或於截止日期後提出的申請，概不受理。
- 申請學分轉移/單元豁免之費用包括**申請費用**及**學分轉移/單元豁免費用**：
 - 申請費用為每單元港幣 100 元，並需於遞交填妥的申請表時一併繳付
 - 申請人的學分轉移/單元豁免申請如獲相關單位評審及批准，申請人需在接獲申請結果通知的十四個工作天內繳付學分轉移/單元豁免費用（費用為每單元港幣 400 元）。本院會於收到有關費用後為申請人完成學分轉移/單元豁免的行政程序。
 - 所有已繳費用概不發還。
- 申請結果公佈前，申請人應出席相關課堂及參予相關單元評核。
- 相關部門／中心／辦事處之決定為最終決定。
- 申請人所提供的資料將會用作處理其學分轉移/單元豁免申請之用，且會根據職業訓練局的既定程序，把有關的資料作為學生紀錄及用於其他與學習有關的用途。

Application Guide

- Credit transfer may be granted for identical modules previously completed, where the grades/marks of the modules will contribute towards the award of your current programme. Module exemption may be granted for comparable formal academic achievements, relevant experience, and/or other justifiable grounds (e.g. disabilities, special education needs, etc.), where the grades/marks, if any, of exempted modules will not contribute towards the award of your current programme. **For each module in your current programme, only EITHER credit transfer OR module exemption can be applied. The applicant should consult the respective programme leader for advice before applying.**
- Where required, assessments may be conducted for consideration of granting module exemption.
- Granting of credit transfer/module exemption is subject to a limit of the respective programme.
- When submitting the application, the applicant should bring with himself/herself the **original evidence documents** accompanied with one **photocopy of each document** for verification. The responsibility of providing all necessary evidence rests with the applicant.
- The deadline for submitting the application is to be advised by the Department/Centre/Office concerned. Processing each application normally takes 4 to 6 weeks and the applicant would be notified of the result by email.
- Application without providing necessary evidence or beyond the application deadline will not be considered.
- Fees required for Application for credit transfer/module exemption include **Application Fee** and **Credit Transfer/Module Exemption Fee** :
 - Application fee (HK\$100/module) should be submitted with the completed application form
 - For successful application that is assessed and approved by the relevant units, the applicant should settle the payment of Credit Transfer/Module Exemption fee (HK\$400/module) within 14 working days upon receiving the result notification. Upon receipt of the credit transfer/module exemption fee, PEAK will complete the necessary administrative procedure of credit transfer/module exemption for the applicant.
 - All fees paid will not be refunded
- Before announcement of the application result, the applicant should attend relevant classes and assessments of the module(s) concerned.
- The decision of the Department/Centre/Office concerned is final.
- Information provided by the applicant will be used for processing the applicant's application for credit transfer/module exemption, and the information will also become part of the applicant's student record and may be used for all purposes relating to the applicant's studies in accordance with the procedures of Vocational Training Council.