

## **The Department of Applied Social Sciences**

### **Departmental Policy for Credit Transfer**

Students may be given credits for recognized previous study for meeting the credit requirement of award. The approval of credit transfer is a matter of academic judgement. In assessing the applications, the Programme Leaders, the Subject Teachers and the Subject Panel Chairpersons concerned should scrutinize the subject syllabi / course outlines carefully to ascertain that the content, depth and coverage of the two subjects are largely identical.

#### **1. Academic Equivalence**

Normally, at least 70% similarity between the syllabi / course outlines of the subjects concerned including the intended learning outcomes should be a “necessary” condition for granting credit transfer. Whether the previous studies are from institutions on credit-based or non-credit-based system should not be a matter of concern and the subject size need not be a perfect match. Due consideration should be given to the academic equivalence of the subjects concerned and the comparability of the grading systems adopted by the University and the other approved institutions.

#### **2. Grading Requirement**

- a. For subjects taken by students outside PolyU, credit transfer should be granted for subjects awarded at grade “C+” or above at all subject levels. Pass grade is exceptionally allowed for subjects taken in 2019/20. Under special circumstances, students may be invited to sit for a credit transfer examination or provide further information such as written paper(s) with grade given by the institution at the discretion of the subject teacher concerned.
- b. For subjects taken by students within PolyU, no grading requirement is applied at all subject levels for undergraduate programmes. For example, if a student is transferred or re-admitted from one to another degree programme within PolyU, the credits and grades obtained at the previous programme should be transferred with the original grade carried over to another PolyU programme subject to the decision of the programme offering department. For postgraduate programmes, credit transfer should be granted for subjects awarded at grade “C+” or above at all levels.
- c. For subjects taken by students at PolyU for articulation to degree programmes, credit transfer should be granted for subjects awarded at grade “C+” or above at all subject levels. For example, a sub-degree holder may be granted credit transfer for subjects taken at PolyU to a degree programme.

#### **3. Credit Transfer with/without Grade Carried**

- a. Credit transfer may be done with or without the grade being carried over; the former should normally be allowed when the credits were gained from PolyU. For credits earned from subjects taken at other local or non-local institutions, credit transfer should be done without the grade carried.

- b. With effect from 2022/23 academic year, students who have taken the LIPD subject entitled “Tomorrow’s Leaders (APSS1L01)” may be required to complete an e-learning module on National Security Law for being eligible for granting credit transfer (subject to confirmation).

#### **4. Validity**

The validity period of subject credits earned is eight years from the year of attainment, i.e. the year in which the subject is completed. Credits earned from previous study should remain valid at the time when the student applies for credit transfer.

#### **5. Residential Requirements**

- a. Students should not be approved for credit transfer for more than 67% of the normal credit requirement of the award if the credits are gained from PolyU, or not more than 50% if the credits are gained from outside PolyU;
- b. In the cases where both types of credits are transferred (i.e. from programmes offered by PolyU and from approved institutions outside the University), not more than 50% of the normal credit requirement for award may be transferred.
- c. The 50% and 67% ceiling are also applicable to Minor programmes. i.e. credit transfer can be given for not more than 9 credits of a Minor programme if the previous credits were earned from approved institutions outside of the University; and not more than 12 credits of a Minor programme if the previous credits were earned from programmes offered by PolyU.
- d. For students admitted to an Articulation Degree or Senior Year curriculum which is already a reduced curriculum, they should not be given credit transfer for any required GUR subjects, and they must complete at least 60 credits to be eligible for the award.

#### **6. Approving Authority**

- a. For subjects taken by students at PolyU, the Programme Leader should be authorized to approve the application of credit transfer based on past records.
- b. For new subjects or subjects taken by students outside PolyU, three academic staff should get involved in the process, namely the Subject Teacher assessing the application for the relevant subject, the Subject Panel Chairperson endorsing it, and the Programme Leader reviewing the whole application.
- c. If the Subject Teacher, Subject Panel Chairperson and Programme Leader happen to be the same person, the application after assessing by the three-post-occupant should be passed to the DLTC Chairperson for review.
- d. If the subject grade of the subjects applying for credit transfer does not meet the grading requirement as listed in session 2 above, the application should be disapproved by the Programme Leader without the need to refer to the Subject Teacher concerned.

#### **7. Application Procedures and Deadline**

Students should submit on-line application for credit transfer with copy of transcript and subject syllabi via eStudent ([www.polyu.edu.hk/student](http://www.polyu.edu.hk/student)) before the start of a new semester or the latest before the end of add/drop period.

#### **8. Application Results**

Normally, students will receive notification of the result of application from the Department within 14 working days from the date of submission.

#### **9. Credit Transfer Fee**

For students paying tuition fees by credits, a credit transfer fee will be charged if the application is approved. If students fail to settle the payment by the stipulated deadline, the approval of the application will be voided.

#### **10. Enquiries**

For enquiries, please call 2766 5773 or email to [ssba@polyu.edu.hk](mailto:ssba@polyu.edu.hk)

*The Department of Applied Social Sciences (APSS) reserves the right to revise the Departmental Policy for Credit Transfer without prior notice.*

*(Last updated in October 2021)*