Application for Transfer of Credits from Recognised Previous Studies
(Research Degree Programmes)

Please read the Notes to Students before completing this form.

I. Particulars of Student

Name: ____________________________________  Department/School: ______________________________  Student No. ____________________________  
Degree: ☐ PhD  ☐ MPhil  Mode: ☐ Full-time  ☐ Part-time  (Please ✓ as appropriate)

II. Transfer of Credits Earned at Postgraduate Level

<table>
<thead>
<tr>
<th>Subject code, if any</th>
<th>Subject title</th>
<th>No. of credit(s) obtained</th>
<th>Grade obtained</th>
<th>Date obtained</th>
<th>Name of institution from which credit(s) was/were obtained</th>
<th>Accepted ✓</th>
<th>Rejected</th>
<th>Equivalent to which subject in the outcome-based curriculum? (Please state the subject code &amp; title)</th>
<th>Comment (if any)</th>
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Signature of Student __________________________________________   Date  __________________________________

I confirm that the above credits are at postgraduate level.  Signature of PolyU Chief Supervisor ______________________________   Date  __________________________________

III. Action Taken

(a) Action taken by the Departmental Research Committee (DRC)

☐  Endorsed / rejected the application on ___________________________.  Signature ___________________________  Chair, Departmental Research Committee

(b) Action taken by the Head of Department / Dean of School

☐  Approved / rejected the application on ___________________________.  Signature ___________________________  HoD / DoS

(c) Action taken by the Research Office (RO)

Student record updated by ___________________________ on ___________________________
Notes to Students

1. Transfer of Credits

1.1 The following are applicable to students registered at PolyU before 1 July 2014:

- Students may be given credits for recognised previous studies. If the credits to be transferred from previous studies have been gained from outside the University, they will not be included in the calculation of the qualifying GPA.
- Only credits earned at the postgraduate level will be acceptable for transfer.
- The validity period for the transfer of credits for research degree programmes is defined to be five years from the year of attainment at the time of admission. That is, a student will be permitted to transfer credits if he/she has obtained the credits within five years prior to registration.
- Approval will normally be given for the transfer of a maximum of nine credits out of the 15 required for a PhD student (or 18 for students of the Faculty of Business enrolled between 1 September 2003 and 1 July 2009; or 19 for those enrolled on or after 2 July 2009), and a maximum of six out of the nine (or 12 for students of the Faculty of Business enrolled between 1 September 2003 and 1 July 2009; or 13 for those enrolled on or after 2 July 2009) required for an MPhil student.

1.2 The following are applicable to students registered at PolyU after 1 July 2014:

- Credits which have already been used to contribute to an award should not be transferred to contribute to another award with the following exception:
- 3-year full-time (or 6-year part-time) PhD students will be allowed to apply to transfer one credit from their previous studies in HT16081 Ethics: Research, Professional & Personal Perspectives and one credit from their previous attendance in seminars.
- Only credits earned at the postgraduate level will be acceptable for transfer.
- The validity period for the transfer of credits for research degree programmes is defined to be five years from the year of attainment at the time of admission. That is, a student will be permitted to transfer credits if he/she has obtained the credits within five years prior to registration.

2. The completed form should be submitted to the Departmental Research Committee (DRC) either at the time of initial enrolment or during the add/drop period. Please attach to this form a copy of the subject description form(s), transcript(s) and other relevant documents in support of the qualification on the basis of which a transfer of credits is claimed. Original copies should be produced for verification, when required.

3. Record will be updated within 14 working days of receipt of decision from the Head of Department / Dean of School. Please check the updated record via http://www.polyu.edu.hk/ro/student_portal/ and inform the RO of any discrepancy.

4. Please note that the information given in this form will only be used for processing this application.