Application for Transfer of Credits from Studies
Taken Outside PolyU After Admission
(Research Degree Programmes)

Please read the Notes to Students before completing this form.

I. Particulars of Student

Name: ___________________________ Student No. ___________________________

Department/School: ___________________________

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>Semester / Year</th>
<th>Name of Institution from which credit(s) was/were obtained</th>
<th>Equivalent to which subject in the outcome-based curriculum? (Please state the subject code &amp; title)</th>
<th>Grade transferred to PolyU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Student _____________________________________ Date ____________________________

I confirm that the above credits earned are at the postgraduate level.

Signature of Chief Supervisor _____________________________ Date ____________________________
III. Action Taken

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

☐ Endorsed / rejected the application on ________________________________.

Signature ______________________________________________________

Chair, DRC

(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 taken at the postgraduate level outside PolyU after admission

   ➢ Besides taking subjects at PolyU, subject to the approval of the Chief Supervisor, research students may take subjects at other UGC-funded universities to fulfil their coursework requirements.
   ➢ The transfer of credits also applies to studies taken overseas, as long as approval from the Chief Supervisor is obtained prior to taking the subjects.
   ➢ The transfer of grades will be in accordance with the conversion table detailed in P9 (for students admitted before 1 July 2014) or 16.4 (for students admitted after 1 July 2014) of the Regulations and Administration Procedures for the Degree of MPhil and PhD offered by The Hong Kong Polytechnic University.
   ➢ Some institutions only award pass/fail grades. In view of the fact that PolyU students are required to achieve a qualifying GPA before submitting their thesis, an MPhil student must complete at least three credits with a letter grade and a PhD student at least six to allow for a meaningful calculation of the qualifying GPA.

2. The completed form should be submitted to the RO via the Chief Supervisor either at the time of initial enrolment or during the add/drop period. Please attach to this form a copy of the transcript of study received from the host institution, the subject description form(s) and other relevant documents, in support of the qualification on the basis of which the transfer of credits is claimed.

3. Record will be updated within 14 working days of the submission of notification to the RO. 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.