A. How to Access eStudent

- 1. Access eStudent from
 - http://www.polyu.edu.hk/student/
- 2. Use Chrome browser.
- 3. Use your NetID & NetPassword to log into the system.

		Welcome to eStudent!	
Chrome Zo Liste Cognini Chrome You can eStuder	find useful information and submit various it up to the end of the congregation sessions i	cy, it is best to use 'Chrome' as the browser. If n applications relating to your study at PolyU in t or their graduating year. vord. For information on your NetID, please visit t	his system. Graduates will be able
Notice (please login the eStudent for def Monitoring of Vaccination and Testing Arrang Please click here for details.		Hot Links	Academic Calendar PolyU Connect
Application for MTR Student Travel Scheme 2 Please click here for details.	2021/22 27-Aug-2021	myPolyU LEARN@PolyU (理學術) Student Account Enquiry (Debit Note Info)	Work-integrated Education Post-entry Scholarships for Full-time Undergraduates Privacy Policy Statement
Learning and Teaching Arrangements in the 24-Aug-2021 Please click here for details.	2021/22 Academic Year	(Debit Note Info)	Service Provision@Graduation
Renewal of Student Identity Card (Semester 2021 For current students who are required to renew th Semester One of 2021/22, please dick here for more de	eir Student Identity Card in	() Interest	
Enhanced Subject Waitlisting Arrangement	2-Jul-2021 stration, please click here for	a contractor	

B. Application for Credit Transfer or Subject Exemption

1. General Notes to Students

- Students are strongly advised to read the "Notes to Student" as stipulated at the top of the online form and the <u>Student Handbook</u> under the Section "Subject Exemption and Credit Transfer" before filling out the application.
- The application for credit transfer or subject exemption is subject to the approval of subject offering department and programme offering department.

2. Notes about Credit Transfer

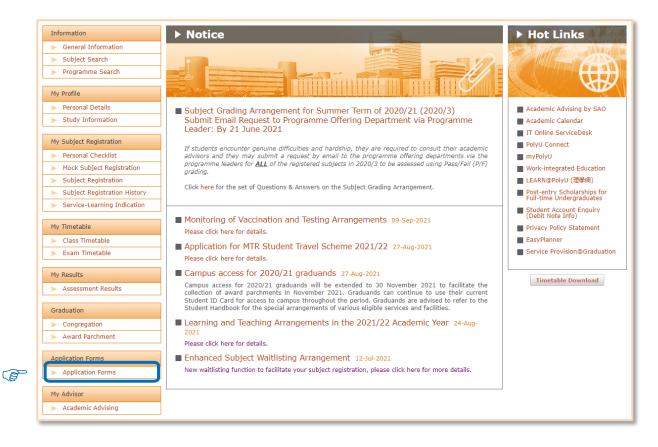
- Students should submit an application for credit transfer through an online form AR41c on eStudent upon your initial enrolment on the programme or before the end of the add/drop period of the first semester of your first year of study. Late applications may not be considered.
- All credits transferred **will be counted** for satisfying the award requirements.
- Only courses/subjects with a passing grade or above in its last attempt will be considered. Please reach your programme offering department/subject offering department before submitting your application if you have any question regarding the grading requirement.
- Students admitted to an Articulation Degree or Senior Year curriculum (SYA students), which is already a reduced curriculum, will not be given credit transfer for any required GUR subjects, and they must complete at least 60 credits to be eligible for award.

3. Notes about Subject Exemption

- Students should submit an application for subject exemption through an **online** form AR41e on eStudent.
- The credits associated with the exempted subject **will not be counted** for satisfying the credit requirements of your programme. You should consult your Department and take another subject in its place.
- For approved subject exemption for CAR subjects, the relevant additional requirements of CAR subjects (i.e. CR/CW, ER/EW or CSR), if applicable, will also be waived.

4. Create an Application

Path: eStudent > Application Forms > Application Forms



(AR1) Amendment Of Personal Data		For
(AR1) Amendment of Contact Information	Ар	ply For
(AR2) Replacement of PolyU Student Identity Card		For
(AR6) Withdrawal of Study	Ар	ply
(AR7) Deferment of Study	Ар	ply
(AR9) Extension of Study Duration (For students of taught progr	rammes from 2020/21 intake cohort onwards)	ply
(AR25) Transfer of Study		For
(AR41c) Credit Transfer		ply
(AR41e) Subject Exemption	Click the appropriate button.	ply
(AR41f) Waiver from Additional Requirement of CAR Subjects an	nd Exemption for Healthy Lifestyle Programme	For
(AR84c) Graduation (Application to Graduate in Exit Award/Spec	cialism)	For
(AR112) Retention of Study Place (Zero Subject Enrolment)	Ар	ply
(AR114) Changing to Self-paced Status		For
(AR121) Application for Taking Fewer Credits in a Semester (for	FT students of 2017 intake cohort or before)	For
(AR121) Application for Taking Fewer Credits in a Semester (for	FT students from 2018 intake cohort onwards)	For
(AR147) Application for Minor Study		For
(AR150) Study Load for Students on Academic Probation		For
(AR160) Application for Second Retake of Failed Subject(s)		For

Step 1: Read "Notes to Students" and click "Create an Application".

Click "Create an Application" button for a new application.

Submitted	Application(s)	of Subject	Exemption / Credit Transfer				
					(P)	Create an Ap	plication
Application For	Academic Year/Semester	Subject Code	Subject Title	Credit(s)	Application Date	Application Status	
		-			·		

i. Section I: Application Details

Step 2: Select subject / course offered by PolyU

Fill out the following details for department's consideration.

Section I Application Details	
Application Type Apply for Credit Transfer	Check the application type again.
Academic Year/Semester Please Select Offering Department Please Select PolyU Subject Code Please Select	Select the subject offered under your current programme to be applied for credit transfer /
Subject Title Credit(s)	subject exemption.
Obtained from exchange programme/activity Leave this box un Courses/Subjects completed elsewhere Click "Add" to Name of Course/Subject Place where the Subject(s) Taken No. or Credit(s) Obtained in last attempt Supporting Document (e.g. Transcripts, Subject/Course Syllabus)	checked. insert your record Add rear that the Subject(S) completed Add
File(s) Remar	k(s)
Section II Declaration I declare that the information given in this application is complete and true to the best of my exemption/credit transfer in this application was attained in the last attempt of the subject/cours to verify the data provided in this application where necessary. I also understand that any false i nullification of the application or approval.	e in my previous study. I authorise the University

Reminders:

> Academic Year / Semester:

Indicate the academic year and semester in which you apply for credit transfer. It should be the first semester of your first-year study normally. If the course to be applied for credit transfer or subject exemption will be taken in the subsequent semesters, you should still select that timeframe.

> Offering Department:

The English alphabet string in the beginning of a PolyU subject code refers to the subject / course offering department. (E.g. APSS1A02 is offered by Department of Applied Social Sciences.)

Step 3: Fill out subject(s) / course(s) completed elsewhere

Fill out details of the subject(s) / course(s) completed elsewhere, normally completed in sub-degree institutions.

Section I Application Details			
Application Type Academic Year/Semester Offering Department PolyU Subject Code Subject Title Credit(s) Obtained from exchange programme/activity Courses/Subjects completed elsewhere	Apply for Credit Transfer	Multiple entries are allowed if multiple	-0ct-2021
Name of Course/Subject Place where the Place where Place where the Place where Place wh		No. of Credit(s) Grade Vear Obtained in Obtained in Composition of the	that the ect(s) Jelete
File(s) Section II Declaration I declare that the information given in this appliatempt of the subject/course in my previous study, result in nullification of the application or approval.	name, institution, subject completion	curately such as subject bearing credit value, year of n in appropriate columns.	
			Preview Back

Reminders:

Place where the Subject(s) Taken:

It is an alphabetically arranged list comprised of institutions with overseas exchange partnership and local articulation with PolyU. The majority of PolyU Senior Year Admitted (SYA) students are admitted from institutions listed below for your reference:

- CityU Community College/UOW College Hong Kong
- CUHK School of Continuing and Professional Studies
- HKBU College of International Education
- HKBU School of Continuing Education
- HKMU / OpenU LiPACE
- HKU SPACE Community College
- HKU SPACE HPCC / HPSHCC
- Hong Kong College of Technology
- PolyU Hong Kong Community College
- Tung Wah College
- VTC Hong Kong Design Institute
- VTC IVE/Tech. College/Tech. Inst.
- ➢ No. of Credit(s):

Enter Integral value only. If the course/subject to be applied bears null credit value, input "0" instead.

Step 4: Upload supporting documents

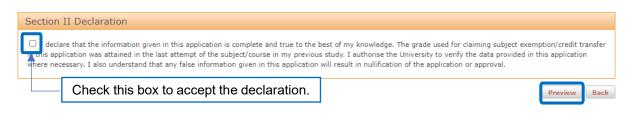
Upload valid supporting documents such as subject information and transcript for department's consideration.

Section I Application Details						
Application Typ	e Apply for Credit Transfer 💙					
Academic Year/Semest	er 2021/2 💙					
Offering Departme	IT [ABCT] DEPARTMENT OF APPLIED BIOLOGY AND CHEMICAL TEC	HNOLOGY ¥				
PolyU Subject Coo	e ABCT2326 V					
Subject Tit	e HUMAN PHYSIOLOGY			Application Statu	IS	
Credit(Credit(s) 3.0			Application Dat	te 18-Oct-2021	
Obtained from exchange programme/activi	у 🗆					
Courses/Subjects completed elsewhere	e					
						Add
Name of Course/Subject Place where	he Subject(s) Taken		No. of Credit(s)	Grade Obtained in last attempt	Year that the Subject(s) Completed	
CCN2233 PolyU - Hong	Kong Community College	~	3	В	2020	Delete
CCN2234 PolyU - Hong	Kong Community College	~	3	C+	2020	Delete
— Supporting Document (e.g. Transcript	s, Subject/Course Syllabus)	Click "Add supporting				Add
File(s)		oupporting	g accam	onto.		
L	•				_	
Section II Declaration						
	plication is complete and true to the best of my knowledge. The grade used dy. I authorise the University to verify the data provided in this application w II.					
					Previ	ew Back

ii. Section II: Declaration

Step 5: Indicate acceptance of declaration

Read the declaration carefully and indicate your acceptance before click "Preview" to proceed.



5. Preview and Confirmation

Step 6: Preview Application

Check your application details carefully before confirming your submission. If you need to change the application details, click "Back".

1	Application Type	Apply for Credit Transfer 🛛 💙					
Academic	Year/Semester	2021/2 ¥					
Offer	ring Department	[ABCT] DEPARTMENT OF APPLIED BIOLOGY AND CHE	MICAL TECHNOLOGY 🗸 🗸				
Pol	PolyU Subject Code ABCT2326						
Subject Title Credit(s)		HUMAN PHYSIOLOGY			Application Status		
		3.0			Application Da	te 18-Oct-2021	
tained from exchange prog	gramme/activity						
Courses/Subjects comple	eted elsewhere						
							A
ame of Course/Subject	Place where the	Subject(s) Taken		No. of Credit(s)	Grade Obtained in last attempt	Year that the Subject(s) Completed	
CCN2233	PolyU - Hong K	ong Community College	×	3	В	2020	Delet
CN2234	PolyU - Hong K	ong Community College	~	3	C+	2020	Delet
Supporting Document (e	.g. Transcripts,	Subject/Course Syllabus) ————————————————————————————————————	Remark(s)				Add
ranscript_HKCC.pdf						Delete	
ction II Declaration							
	aiven in this appli	cation is complete and true to the best of my knowledge. The	grade used for claiming subject exen			on was attained in the	

Step 7: Confirmation

The following message will be shown on the top of the page once your application is submitted successfully and subsequent changes to the application are not allowed.

Save successfully. Your application will be sent to the concerned Department / School / Faculty for processing.

6. Enquire Application Status

A notification of application result will be sent to student's PolyU email within 14 working days normally. The "Application Status" changes from "submitted" to "approved" or "rejected" if the application is accepted or denied by the department. Please contact your department if the result is still unavailable after 14 working days.

Students can enquire the application status as follows:

						Create an Ap	pplication
Application For	Academic Year/Semester	Subject Code	Subject Title	Credit(s)	Application Date	Application Status	
Credit Transfer	2018/1	ENGL2002	ENGLISH FOR ACADEMIC COMMUNICATION	3.0	08-Jun-2018	Submitted	Edit