

# 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.

The screenshot shows the eStudent portal for The Hong Kong Polytechnic University. At the top left is the university logo and name. The main header includes the 'eStudent' logo, 'administered by Academic Registry', and the motto 'Opening Minds • Shaping the Future • 啟迪思維 • 成就未來'. Below the header, there is an 'Account Login' section with a hand icon pointing to a login form containing 'NetID' and 'NetPassword' fields and a 'Login' button. To the right of the login form is a 'Notes' section with text about browser recommendations and login instructions. Further right is a 'Welcome to eStudent!' message. Below these are two main content areas: 'Notice (please login the eStudent for details, if applicable)' with a list of announcements and 'Hot Links' with a grid of service links. At the bottom right is a photograph of a PolyU building.

## 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 [Student Handbook](#) 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

**Information**

- General Information
- Subject Search
- Programme Search

**My Profile**

- Personal Details
- Study Information

**My Subject Registration**

- Personal Checklist
- Mock Subject Registration
- Subject Registration
- Subject Registration History
- Service-Learning Indication

**My Timetable**

- Class Timetable
- Exam Timetable

**My Results**

- Assessment Results

**Graduation**

- Congregation
- Award Parchment

**Application Forms**

- Application Forms

**My Advisor**

- Academic Advising

**Notice**

**Subject Grading Arrangement for Summer Term of 2020/21 (2020/3)**  
Submit Email Request to Programme Offering Department via Programme Leader: By 21 June 2021

*If students encounter genuine difficulties and hardship, they are required to consult their academic advisors and they may submit a request by email to the programme offering departments via the programme leaders for **ALL** of the registered subjects in 2020/3 to be assessed using Pass/Fail (P/F) grading.*

Click [here](#) for the set of Questions & Answers on the Subject Grading Arrangement.

**Monitoring of Vaccination and Testing Arrangements** 09-Sep-2021  
Please click [here](#) for details.

**Application for MTR Student Travel Scheme 2021/22** 27-Aug-2021  
Please click [here](#) for details.

**Campus access for 2020/21 graduands** 27-Aug-2021  
Campus access for 2020/21 graduands will be extended to 30 November 2021 to facilitate the collection of award parchments in November 2021. Graduands can continue to use their current Student ID Card for access to campus throughout the period. Graduands are advised to refer to the Student Handbook for the special arrangements of various eligible services and facilities.

**Learning and Teaching Arrangements in the 2021/22 Academic Year** 24-Aug-2021  
Please click [here](#) for details.

**Enhanced Subject Waitlisting Arrangement** 12-Jul-2021  
New waitlisting function to facilitate your subject registration, please click [here](#) for more details.

**Hot Links**

- Academic Advising by SAO
- Academic Calendar
- IT Online ServiceDesk
- PolyU Connect
- myPolyU
- Work-integrated Education
- LEARN@PolyU (理學網)
- Post-entry Scholarships for Full-time Undergraduates
- Student Account Enquiry (Debit Note Info)
- Privacy Policy Statement
- EasyPlanner
- Service Provision@Graduation

Timetable Download

**Applications for Study Related Matters**


(AR1) Amendment Of Personal Data	Form
(AR1) Amendment of Contact Information	<input type="button" value="Apply"/> Form
(AR2) Replacement of PolyU Student Identity Card	Form
(AR6) Withdrawal of Study	<input type="button" value="Apply"/>
(AR7) Deferment of Study	<input type="button" value="Apply"/>
(AR9) Extension of Study Duration (For students of taught programmes from 2020/21 intake cohort onwards)	<input type="button" value="Apply"/>
(AR25) Transfer of Study	Form
(AR41c) Credit Transfer	<input type="button" value="Apply"/>
(AR41e) Subject Exemption	<input type="button" value="Apply"/>
(AR41f) Waiver from Additional Requirement of CAR Subjects and Exemption for Healthy Lifestyle Programme	Form
(AR84c) Graduation (Application to Graduate in Exit Award/Specialism)	Form
(AR112) Retention of Study Place (Zero Subject Enrolment)	<input type="button" value="Apply"/>
(AR114) Changing to Self-paced Status	Form
(AR121) Application for Taking Fewer Credits in a Semester (for FT students of 2017 intake cohort or before)	Form
(AR121) Application for Taking Fewer Credits in a Semester (for FT students from 2018 intake cohort onwards)	Form
(AR147) Application for Minor Study	Form
(AR150) Study Load for Students on Academic Probation	Form
(AR160) Application for Second Retake of Failed Subject(s)	Form

Click the appropriate button.

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							
Application For	Academic Year/Semester	Subject Code	Subject Title	Credit(s)	Application Date	Application Status	

 [Create an Application](#)

## 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:  → Check the application type again.

Academic Year/Semester:

Offering Department:

PolyU Subject Code:

Subject Title:

Credit(s):

Obtained from exchange programme/activity:  → Leave this box unchecked.

Courses/Subjects completed elsewhere

Name of Course/Subject	Place where the Subject(s) Taken	No. of Credit(s)	Grade Obtained in last attempt	Year that the Subject(s) completed	
					<input type="button" value="Add"/>

Click "Add" to insert your record →

Supporting Document (e.g. Transcripts, Subject/Course Syllabus)

File(s)	Remark(s)	
		<input type="button" value="Add"/>

Section II Declaration

I declare that the information given in this application is complete and true to the best of my knowledge. The grade used for claiming subject exemption/credit transfer in this application was attained in the last attempt of the subject/course in my previous study. I authorise the University to verify the data provided in this application where necessary. I also understand that any false information given in this application will result in nullification of the application or approval.

### 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: HUMAN PHYSIOLOGY

Credit(s): 3.0

Obtained from exchange programme/activity:

Courses/Subjects completed elsewhere

Name of Course/Subject	Place where the Subject(s) Taken	No. of Credit(s)	Grade Obtained in last attempt	Year that the Subject(s) Completed	
<input type="text"/>	<input type="text" value="-- Please Select --"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Supporting Document (e.g. Transcripts, Subject/ Course Syllabus)

File(s):

Section II Declaration

I declare that the information given in this application is true and correct. Any false information given in this application will result in nullification of the application or approval.

18-Oct-2021

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 Type:

Academic Year/Semester:

Offering Department:

PolyU Subject Code:

Subject Title: HUMAN PHYSIOLOGY

Credit(s): 3.0

Application Status:

Application Date: 18-Oct-2021

Obtained from exchange programme/activity:

Courses/Subjects completed elsewhere

Name 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 Kong Community College	3	B	2020	Delete
CCN2234	PolyU - Hong Kong Community College	3	C+	2020	Delete

Supporting Document (e.g. Transcripts, Subject/Course Syllabus)

File(s)

Click "Add" to upload the supporting documents.

### Section II Declaration

I declare that the information given in this application is complete and true to the best of my knowledge. The grade used for claiming subject exemption/credit transfer in this application was attained in the last attempt of the subject/course in my previous study. I authorise the University to verify the data provided in this application where necessary. I also understand that any false information given in this application will result in nullification of the application or approval.

## ii. Section II: Declaration

### Step 5: Indicate acceptance of declaration

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

### Section II Declaration

I declare that the information given in this application is complete and true to the best of my knowledge. The grade used for claiming subject exemption/credit transfer in this application was attained in the last attempt of the subject/course in my previous study. I authorise the University to verify the data provided in this application where necessary. I also understand that any false information given in this application will result in nullification of the application or approval.

Check this box to accept the declaration.

## 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".

**Section I Application Details**

Application Type: Apply for Credit Transfer  
Academic Year/Semester: 2021/2  
Offering Department: [ABCT] DEPARTMENT OF APPLIED BIOLOGY AND CHEMICAL TECHNOLOGY  
PolyU Subject Code: ABCT2326  
Subject Title: HUMAN PHYSIOLOGY  
Credit(s): 3.0  
Application Status: Application Date: 18-Oct-2021  
Obtained from exchange programme/activity:

**Courses/Subjects completed elsewhere**


Name 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 Kong Community College	3	B	2020	Delete
CCN2234	PolyU - Hong Kong Community College	3	C+	2020	Delete

**Supporting Document (e.g. Transcripts, Subject/Course Syllabus)**

File(s)	Remark(s)	
Transcript_HKCC.pdf		Delete

**Section II Declaration**

I declare that the information given in this application is complete and true to the best of my knowledge. The grade used for claiming subject exemption/credit transfer in this application was attained in the last attempt of the subject/course in my previous study. I authorise the University to verify the data provided in this application where necessary. I also understand that any false information given in this application will result in nullification of the application or approval.

 [Confirm](#) [Back](#)

### 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:

Submitted Application(s) of Credit Transfer/Subject Exemption							
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