



學分轉移/學科豁免申請表
CREDIT TRANSFER/ COURSE EXEMPTION APPLICATION FORM

I. 學生個人資料 Particulars of Student

姓名：(中) _____
Name：(英) _____

學生編號： _____
Student No.： _____

聯絡電話： _____
Contact No.： _____

學院： ☐ 資訊科技學院
Faculty of Information Technology
☐ 中醫藥學院
Faculty of Chinese Medicine

☐ 商學院
School of business
☐ 酒店與旅遊管理學院
Faculty of Hospitality and Tourism Management

☐ 法學院
Faculty of Law
☐ 人文藝術學院
Faculty of Humanities and Arts

☐ 國際學院
University International College

課程： _____
Program： _____

專業： _____
Major： _____

學期： _____
Course Intake： _____

II. 學分轉移/學科豁免申請 Application for Credit Transfer/ Course Exemption

申請學分轉移/學科豁免科目 Courses applied for Credit Transfer/ Course Exemption					申請資格 Eligibility of Applicant			審查意見 Comments of Assessment		審查結果 Results of Assessment	
科目編號 Course Code	科目名稱 Course Title	學分 Credit	類別 Type	備註 Remarks	修讀科目/考試名稱/獲取資格 Course Taken/ Name of Exam/ Qualification Obtained	學分 Credit	成績 Grade	授課教師/課程主任簽署 Signed by Lecturer/ Program Coordinator	授課教師/課程主任簽署 Signed by Lecturer/ Program Coordinator	學院院長/通識教育部主任簽署 Signed by Dean/ DGE Officer	學院院長/通識教育部主任簽署 Signed by Dean/ DGE Officer
			C/E	CT/X				同意 Agreed	不同意 Disagreed	批准 Approved	不批准 Rejected
			C/E	CT/X							
			C/E	CT/X							
			C/E	CT/X							
			C/E	CT/X							

*類別欄中，“C”表示「必修科目」，“E”表示「選修科目」。In the Type column, “C” means “Compulsory Course” and “E” means “Elective Course”.

*備註欄中，“CT”表示「學分轉移」，“X”表示「學科豁免」。In the Remarks column, “CT” means “Credit Transfer” and “X” means “Course Exemption”.

III. 相關證明文件 Relevant Documents

① _____ ② _____ ③ _____ ④ _____ ⑤ _____

IV. 繳費狀況 Payment States

銀行 _____ 支票 / 本票 / 匯票 / 繳費單 (號碼 _____) 澳門幣/港幣
Bank _____ ☐ Crossed Check / ☐ Cashier's Order / ☐ Bank Draft / ☐ Pay-In-Slip Deposit (No. _____) MOP/ HKD _____

申請人簽署： _____
Signed by Applicant： _____

日期： _____
Date： yy / mm / dd

校方專用 For Office Use Only

學院辦公室填寫		Marked by Faculty Office		教務處填寫		Marked by AAO	
學分轉移類別	<input type="checkbox"/> ①校外轉移	<input type="checkbox"/> ②交流項目名稱	退費情況： <input type="checkbox"/> 是 <input type="checkbox"/> 否		通告編號		
CT Type	External CT	Exchange Project Name	Refund: Yes No		Memo No.		
學院辦公室初審	日期：yy / mm / dd	會計處審核	日期：yy / mm / dd				
Checked by Faculty Office :		Checked by Acc Office :					
學院辦公室審核	日期：yy / mm / dd	通識教育部審核	日期：yy / mm / dd				
Checked by Faculty Office :		Checked by DGE Office :					
通識教育部主任審批	日期：yy / mm / dd	學院院長審批	日期：yy / mm / dd				
Approved by DGE Officer :		Approved by Dean :					
教務處審核	日期：yy / mm / dd	教務處處長核定	日期：yy / mm / dd				
Checked by AA Office :		Confirmed by Head of AAO :					
常務副校長批核	日期：yy / mm / dd						
Approved by Standing Vice Rector :							
學院辦公室	本表及信函副本抄送	<input type="checkbox"/> 通識教育部	<input type="checkbox"/> 會計處	<input type="checkbox"/> 資訊處	日期：yy / mm / dd		
Faculty Office :	Form and Letter copied to	DGE Office	Acc Office	IT Office	Date :		
	<input type="checkbox"/> 已書面通知學生相關結果					日期：yy / mm / dd	
	Student has been notified of results in writing					Date :	

注意事項

1. 申請資格

- (1) 學分轉移：凡曾在其他認可之大學、專上學院修讀與本大學同等之高等教育課程，而相關科目成績一般在“B-”等級或以上者，可於註冊前提出學分轉移申請。
- (2) 學科豁免：凡曾在其他認可之大學、專上學院修讀與本大學同等之高等教育課程，而相關科目成績及格者，可於註冊前提出學科豁免申請。

2. 申請程序

- (1) 新生須在繳交學費後，辦理首學年註冊手續前向所屬學院辦公室遞交整個課程可作學分轉移/學科豁免之科目申請，以一次為限，開學後的申請一般不予受理。
- (2) 申請時必須遞交已填妥的申請表格及一切有關學分轉移/學科豁免的證明文件，例如學歷證明文件、科目簡介、成績單及任何足以支持該申請之文件。
- (3) 大學將於申請文件及手續費收妥後二十個工作天內以書面通知學生相關結果。

3. 有關學分轉移/學科豁免之詳細規定，請參閱最新學年學生手冊之「學業規則」及「學費、其他收費及退費」。

4. 大學保留修訂及闡釋上述規定的一切權利，如有糾紛，大學擁有最終之仲裁權利。

Notice

1. Requirements for Application

- (1) Credit Transfer: Students who have completed a higher education program in other universities or in other higher education institutions which are recognized by the University and the results of the relative courses are “B-” or above may apply for credit transfer before registration.
- (2) Course Exemption: Students who have completed a higher education program in other universities or in other higher education institutions which are recognized by the University and have obtained passing grades for these courses may apply for course exemption before registration.

2. Procedures for Application

- (1) Applications for credit transfer/ course exemption for all relevant courses in the whole program should be submitted to the respective Faculty Office before registration in the first year of study, after tuition fees have been paid. Application can be considered once only and any application received after the class commencement will not be accepted.
- (2) Students must submit duly completed application form with all relevant documentary proof concerning credit transfer/ course exemption, such as academic certification, course description, academic transcripts and other supporting documents.
- (3) The University will notify students of results in writing within 20 working days from receipt of all required documentation and administrative charges.

3. With regard to the detailed regulations for Credit Transfer/ Course Exemption, please refer to the latest Student Handbook on “Rules and Regulations for Study” and “Tuition Fees, Other Charges and Refunds”.

4. The University reserves all rights and privileges in revising and interpreting the above-mentioned regulations. In the case of any disputes, the University also has the ultimate right of arbitration.