

學分承認申請編號

Claim No. \_\_\_\_\_

(只適用於曾申請學分承認的申請者)  
(for previous claimant only)

## 學分承認申請表

**Application for Advanced Standing**

(此表格適用於已在都會大學註冊修讀科目的人士)

(This form is applicable for persons who have registered for a course at the HKMU)

甲部	個人資料
<b>Section A</b>	<b>Personal Particulars</b>

(所有申請人需填寫此部份 - All applicants must complete this section)

姓名(英文)

Name (English): \_\_\_\_\_ (\*Mr/Ms)

姓名(中文)

Name(Chinese): \_\_\_\_\_ (\*先生/女士)

\*請刪去不適用者 - Please delete as appropriate

學生編號

Student No. : \_\_\_\_\_

電話 (住宅)

Telephone No. (Home) : \_\_\_\_\_ (辦公室)

(辦公室)

(Office) : \_\_\_\_\_

(其他 - 流動電話/傳呼機)

(Others - Mobile Phone / Pager) : \_\_\_\_\_ (電郵)

(電郵)

Email : \_\_\_\_\_

申請學分承認的修讀課程<sup>註一</sup>A S Programme of Study <sup>Note1:</sup> \_\_\_\_\_

申請類別

Application Type

(請在適當的方格加✓)  
(Please put a ✓ in the appropriate box)

整體學分承認

BLOCK CREDIT TRANSFER (BCT) 

特定/一般學分承認

SPECIFIC CREDIT TRANSFER (SCT) / GENERAL CREDIT TRANSFER (GCT) 

一般學分承認

GENERAL CREDIT TRANSFER (GCT) only 

註一 你的學分承認申請，將根據你的「申請學分承認的修讀課程」處理。此項紀錄，將存於教務處學分承認及畢業組。

Note1: The 'A S Programme of Study' is used for processing your application for advanced standing and this record is maintained by the Advanced Standing &amp; Graduation Team.

另一方面，你將來的畢業申請，會根據另一項存於入學及註冊組（兼讀制遙距課程及研究生課程）的「修讀課程」處理。

Your graduation processing will be handled in accordance with your Programme of Study which is a record kept by the Admissions &amp; Enrolment Team (Distance Learning &amp; Postgraduate).

你必須確保「申請學分承認的修讀課程」及「修讀課程」兩項紀錄完全一致，方可使用獲批准的承認學分畢業。

Your 'A S Programme of Study' and your 'Programme of Study' must be the **same** before the advanced standing credits granted under your A S Programme of Study can be counted for graduation.

乙部 持有的學歷  
**Section B Previous Qualification(s)**

(所有申請人需填寫此部份 - All applicants must complete this section)

學歷/課程名稱 Qualification(s) (請以年份序) (in chronological order)	院校名稱 Institution(s) (請填上地址) (Name and Address)	修讀年期 Period of Study (由__至__) (From __ to __)	修讀方式 <sup>註二</sup> Mode of Study <sup>Note 2</sup>	在何地修讀 <sup>註三</sup> Place of Study <sup>Note 3</sup>	是項學歷是否已完成 Qualification(s) completed (是/否 Yes/No)

- ◆ 請只填寫符合申請資格的學歷(學分承認申請指引C.1部分第1段)  
Please include only those qualification(s) which satisfies/satisfy the requirements for advanced standing applications (paragraph 1 of Section C.1 of the Guide to Application for Advanced Standing)
- 📄 請就每項學歷遞交證書及學業成績表的副本(學分承認申請指引K部分第4-5段)  
Please provide copies of certificate(s) and transcript(s) of the qualification(s) mentioned above (paragraphs 4-5 of Section K of the Guide to Application for Advanced Standing)
- 📁 未附有證書及學業成績表副本的學歷，不會存入申請人的檔案  
Only those qualification(s) with copies of certificates and transcripts will be maintained in the applicant's application record

丙部 整體學分承認的申請  
**Section C Application for Block Credit Transfer (BCT)**

(此部份只適用於整體學分承認申請者 - Only those applicants applying for BCT are required to fill in this Section)

申請整體學分承認的學歷 Qualification nominated for application for BCT	頒授該學歷的機構 Awarding Institution	是否附上課程資料? Syllabus provided? (是/否 Yes/No)

- ◆ 申請人只可用一項學歷申請整體學分承認，該項學歷並須為一項已經完成的學歷  
Applicant should nominate **one completed qualification** only for application for BCT

註二 請填上全日制、半日給假制、半日(晚間授課)制、遙距，或其他有關的修讀方式。

Note 2: Please fill in full-time, part-time day release, part-time evening, distance learning or other mode of study as appropriate.

註三 如在本港修讀，請填「香港」。如在香港以外地區修讀，請填上該國的名稱；如該項學歷需在不同地區修讀，請同時填上各個地區/國家的名稱。

Note 3: Please state 'Hong Kong' if you studied locally. If you studied abroad, please state the name of the country where you studied. If you studied at more than one place for the qualification, please give the names of all the countries concerned.

丁部 特定學分承認的申請  
**Section D Application for Specific Credit Transfer (SCT)**

(此部份只適用於特定學分承認申請者 - Only those applicants applying for SCT are required to fill in this section)

申請特定學分承認的都會大學科目 HKMU course claimed (科目編號及名稱) (Course Code and Name)	等同的以往修讀科目 Subject(s) equivalent to HKMU course	修課期/修課時數 <sup>註4</sup> Course duration <sup>Note 4</sup>	所修讀的以往科目的學歷/課程 名稱及院校名稱 Qualification(s) held and relevant institution(s)	是否附有課程資料? Syllabus provided? (是/否 Yes/No)

申請特定學分承認的都會大學科目 HKMU course claimed (科目編號及名稱) (Course Code and Name)	等同的以往修讀科目 Subject(s) equivalent to HKMU course	修課期/修課時數 <sup>註4</sup> Course duration <sup>Note 4</sup>	所修讀的以往科目的學歷/課程 名稱及院校名稱 Qualification(s) held and relevant institution(s)	是否附有課程資料? Syllabus provided? (是/否 Yes/No)

申請特定學分承認的都會大學科目 HKMU course claimed (科目編號及名稱) (Course Code and Name)	等同的以往修讀科目 Subject(s) equivalent to HKMU course	修課期/修課時數 <sup>註4</sup> Course duration <sup>Note 4</sup>	所修讀的以往科目的學歷/課程 名稱及院校名稱 Qualification(s) held and relevant institution(s)	是否附有課程資料? Syllabus provided? (是/否 Yes/No)

註四 請註明該(等)科目的修課期或修課時數, 如一學期、一學年、XX學習時數、XX面授時數等。

Note 4: Please indicate the duration of the course(s), such as one semester, one year, xx study hours, xx contact hours, etc.

- ◆ 請在每方格內填寫一項申請特定學分承認的都會大學科目  
Please put **one** HKMU course in each box
- ◆ 如申請科目超過三科, 請自行影印此頁  
Please make photocopies of this page if more than 3 courses are claimed
- ◆ 請在填寫申請科目前, 參考最新的課程概覽及學科簡介  
Please refer to the latest prospectus/courses supplement for course code and name
- ◆ 每項用以申請特定學分承認的以往修讀科目, 均須附上有關的學業成績表 (Transcript), (正本或符合學分承認申請指引K部分第4-5段要求的副本)  
Please provide transcript(s) (originals or copies made in accordance with the requirements stated in paragraphs 4-5 of Section K of the Guide to Application for Advanced Standing)

**申請費用****APPLICATION FEES**

學分承認申請費用將由二零二三年九月一日起調整。現行及調整後的費用如下：

The application fees will be revised from 1 September 2023. The current fees and the new fees are as follows:

學分承認類別 Type	申請費用 - 適用至二零二三年八月三十一日止 current fees valid up to 31-8-2023	申請費用 - 由二零二三年九月一日起生效 new fees with effect from 1-9-2023
一般學分承認 GCT only	每宗申請費用為港幣1,095 HKD1,095 per application	每宗申請費用為港幣1,115 HKD1,115 per application
特定學分承認／ 一般學分承認 SCT/GCT	一至三科的申請費用為港幣3,280，之後每加三科加收費用港幣1,095，即四至六科的申請須繳交港幣4,375，七至九科的申請須繳交港幣5,470，依此類推。 HKD3,280 for an application of 1 to 3 courses, thereafter HKD1,095 for every 3 additional courses, i.e. HKD4,375 for an application of 4 to 6 courses and HKD5,470 for 7 to 9 courses, and so on	一至三科的申請費用為港幣3,330，之後每加三科加收費用港幣1,115，即四至六科的申請須繳交港幣4,445，七至九科的申請須繳交港幣5,560，依此類推。 HKD3,330 for an application of 1 to 3 courses, thereafter HKD1,115 for every 3 additional courses, i.e. HKD4,445 for an application of 4 to 6 courses and HKD5,560 for 7 to 9 courses, and so on
整體學分承認 BCT	每宗申請費用為港幣4,380 HKD4,380 per application	每宗申請費用為港幣4,450 HKD4,450 per application

於二零二三年九月一日或之後遞交申請的人士，須繳交新的費用。以郵寄方式遞交的申請，最後收訖日期則以郵戳日期為準。

Applicants are required to pay the new fees if the applications are received on or after 1 September 2023. For applications sent in by mail, the cut-off date will be determined in accordance with the postmark.

申請人若於申請結果發佈後提交新的資料（包括新的學歷資格或新增的特定學分承認申請科目），均需重新遞交申請書及填寫申請表格；大學會重新收取費用。

Any new information submitted after promulgation of application results (including new or additional qualifications or additional HKMU courses claimed under SCT) must be submitted under cover of a new application and is subject to a new charge.

\* 所有申請費用概不退還。

\* All application fees are non-refundable.

**聲明****DECLARATION**

(申請人必須簽署本表格及填寫日期。未附有申請人簽名的表格一概不會予以處理。)

(Applicant must sign and date the application form. Application forms that do not bear the signature of the applicant will NOT be processed)

一 就本人填報的學歷，本人同意香港都會大學在有需要的情况下，向有關院校查詢本人的修業資料。本人明白查詢所得資料只會用於處理本人的學分承認申請。

1. I give permission to Hong Kong Metropolitan University (HKMU) to carry out any necessary enquiries on my academic progress with the institution(s) listed above, on the understanding that any information obtained will be used solely for the assessment of my claim for advanced standing.

二 本人謹此聲明，本申請表及隨附文件所載一切資料依本人所知均屬真確，並無遺漏。本人已閱畢列載於表格的「重要事項」、最新的〈學分承認申請指引〉及今期學生手冊的有關部份，並同意遵守該等規例。

2. I declare that all information given in this application form and the attached documents is, to the best of my knowledge, accurate and complete. I have read the Important Notes on this form and the relevant sections in the current *Guide to Application for Advanced Standing* and the current *Student Handbook*. I agree to conform to the related Regulations.

三 本人明白已繳交的申請費用無論在任何情況下皆不會發還。

3. I understand that the application fee, once paid, will under NO circumstances be refunded.

申請人簽署

Signature: \_\_\_\_\_

日期

Date: \_\_\_\_\_

**重要事項****Important Notes**

(1) 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡保障資料主任。

The personal data provided on this form will be used for student and University administrative purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Data Protection Officer.

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請將填妥的申請表格交回九龍何文田牧愛街30號A0511室香港都會大學教務處學分承認及畢業組。

Please send the completed Application Form to the Advanced Standing & Graduation Team, Registry, Hong Kong Metropolitan University, Room A0511, 30 Good Shepherd Street, Homantin, Kowloon ☐