

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〔適用於香港都會大學學歷〕

Application for Advanced Standing for a Second HKMU Programme

甲部 個人資料
Section A Personal Particulars

姓名(英文) _____ (中文) _____
Name (English) : _____ **(*Mr/Ms)** **(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) _____ (辦公室) _____
Tel No. (Home) : _____ **(Office) :** _____

(其他- 流動電話/傳呼機) _____ (電郵) _____
(Others - Mobile Phone / Pager) : _____ **Email :** _____

乙部 申請詳情
Section B Application Details

申請學分承認的第二項香港都會大學課程：
The second Programme programme in respect of which this application is made:

申請學分承認的修讀課程^{註一}
A S Programme of Study *Note 1:* _____

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。

Note 1: The 'A S Programme of Study' is used for processing your application for advanced standing and this record is maintained by the Advanced Standing & 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 & Enrolment Team (Distance Learning & 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.

丙部 持有的香港都會大學學歷
Section C HKMU award(s) held

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

香港都會大學學歷 (請以年份序) HKMU Awards (in chronological order)	畢業學期及年分 Semester and year of graduation

 請就每項香港都會大學學歷遞交學業成績表副本
Please provide a copy of transcript for each complete HKMU award

丁部 整體學分承認申請
Section D Application for Block Credit Transfer (BCT)

(此部分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香港都會大學學歷 The HKMU award nominated for application for BCT

◆ 申請人只可用一項 已經完成的香港都會大學學歷 申請整體學分承認
Applicant should nominate one completed HKMU award for application for BCT

戊部 特定學分承認申請
Section E Application for Specific Credit Transfer (SCT)

(此部分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香港都會大學科目 HKMU course claimed (科目編號及名稱) (Course Code and Name)	用作申請的一個已完成的香港都會大學 科目 The completed HKMU course nominated for SCT application	已完成的科目所計算入的香港都會大學學術資格 The HKMU award towards which the completed HKMU (Formerly OUHK) course has been counted

己部 一般學分承認申請
Section F Application for General Credit Transfer (GCT)

(此部分只適用於一般學分承認申請者 - Only those applicants applying for GCT are required to fill in this section)

申請數量 No. of general credits applied for	用作申請的一項已完成的香港都會大學學歷及其中的學科 The completed HKMU award and its courses nominated for this GCT application	
	學歷 Award	科目 Courses

申請費用
APPLICATION FEES

學分承認申請費用將由二零二四年九月一日起調整。現行及調整後的費用如下：
The application fees will be revised from 1 September 2024. The current fees and the new fees are as follows:

學分承認類別 Type	申請費用 - 適用至由二零二四年八月三十一日止 current fees valid up to 31-8-2024	申請費用 - 由二零二四年九月一日起生效 new fees with effect from 1-9-2024
一般學分承認 GCT only	每宗申請費用為港幣1,115 HKD1,115 per application	每宗申請費用為港幣1,135 HKD1,135 per application
特定學分承認/ 一般學分承認 SCT/GCT	申請費用按科計算，每科申請費用為港幣1,115，而每宗申請最高費用為港幣4,450。 HKD1,115 per course up to a maximum of HKD4,450	申請費用按科計算，每科申請費用為港幣1,135，而每宗申請最高費用為港幣4,540。 HKD1,135 per course up to a maximum of HKD4,540
整體學分承認 BCT	每宗申請費用為港幣4,450 HKD4,450 per application	每宗申請費用為港幣4,535 HKD4,535 per application

於由二零二四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 2024. 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 the release 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 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（適用於已完成香港都會大學課程的人士）〉及今期學生手冊的有關部分，並同意遵守該等規例。
1. 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 using HKMU Awards* and the current *Student Handbook*. I agree to conform to the related Regulations.
- 二 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。
2. 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.

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 