

GUIDE TO APPLICATION FOR ADVANCED STANDING

A. INTRODUCTION

1. Advanced Standing deals with Credit Transfer and exemption matters. Hong Kong Metropolitan University (HKMU) recognizes prior learning achievements of HKMU students at an appropriate level by awarding transferred credits. This credit transfer arrangement is known as '*advanced standing*'.
2. There are 3 types of credit transfer under the advanced standing scheme:

General Credit Transfer (GCT)

Specific Credit Transfer (SCT)

Block Credit Transfer (BCT)

3. Entry Pathways and Advanced Standing

The University has set up new entry pathways for various Bachelor's degree programmes and Master's degree programmes. The programme credit requirements are reduced for students admitted via entry pathways; in other words, students are given an exemption without the need to go through the advanced standing process. However, students must satisfy the entry requirements specified for admission to the pathway programmes. Holders of relevant qualifications are advised to apply for admission via these pathways if they satisfy the entry requirements. Students may refer to the HKMU Prospectus for information on the pathway entry programmes.

B. RULES ON APPLICATION

1. Applicants must be registered HKMU students, that is, students who have enrolled for at least one credit-bearing course at the University.

(Persons who have not registered for a credit-bearing course may submit an application under the Extended Scheme. See the 'Special Notes on the Extended Scheme for Advanced Standing'.)

2. Transfer via Specific Credit Transfer / General Credit Transfer

A student is only allowed to transfer credits based on non-HKMU qualification(s) into each of the following categories of HKMU programmes once, regardless of the number of non-HKMU qualifications held or to be obtained. With respect to each category of programmes, the transferred credits can only be used against one HKMU programme of study.

Categories of programmes:

- (i) Bachelor's degree programmes and sub-degree programmes.
- (ii) Postgraduate diploma programmes and Master's degree programmes.

Once any number of transferred credits has been used for graduation in an HKMU programme of study in the category, the student is considered as having transferred credits into the HKMU in that category.

Transfer via Block Credit Transfer

Each qualification can only be transferred into the HKMU once.

3. In general, no advanced standing is available for the following categories of programmes:
- Bachelor of Nursing degree and Bachelor of Nursing degree with Honours;
 - Postgraduate Certificates;
 - Master of Philosophy;
 - Doctor of Business Administration, and Doctor of Business Administration (in Chinese);
 - Doctor of Education;
 - Doctor of Engineering;
 - Pathway programmes with special entry requirements and which require less credits than the requirements of the normal programme.

For the detail list of programmes which do not accept advanced standing, please refer to Section F of the Appendix 1 of this Guide. Please contact the Advanced Standing & Graduation Team if you are in doubt.

4. Qualifications which satisfy the entry requirements of a programme cannot be used for advanced standing in that programme.

C. ELIGIBILITY AND ENTITLEMENT

C.1 Eligibility

1. Previous qualifications presented by applicants for advanced standing applications must fulfil, inter alia, the following three basic criteria:
- (a) The qualification presented must satisfy the following specific requirements of each HKMU programme in respect of which advanced standing credits are claimed:
 - (i) For claims to be made towards a Certificate, Diploma, Higher Diploma, Associate Degree, Bachelor's degree or Bachelor's degree with Honours, the qualification(s) must be at a level not lower than Level 4 in the Hong Kong Qualifications Framework or equivalent, be obtained from a recognized tertiary institution and be completed by coursework.
 - (ii) For claims to be made towards a Postgraduate Diploma programme or a Master's degree programme, the qualification(s) must at least be at Postgraduate Certificate or Postgraduate Diploma level or equivalent as determined by the University, or be a higher degree, at least at Master's degree level. A Postgraduate Diploma in Education or equivalent qualifications, however, may only be used to apply for advanced standing towards the University undergraduate programmes and Postgraduate Diplomas in Education.
 - (b) The qualification must be obtained from a recognized institution with an examination arrangement that is up to internationally acceptable standards. Normally, a recognized institution is one which is accredited and has good status in the home country.
 - (c) The qualification must be achieved by study and examination. Qualifications obtained by means of exemption are not eligible for advanced standing.
2. Examinations of professional bodies are not eligible for advanced standing applications towards HKMU Master's degree programmes or Postgraduate Diploma programmes.

3. Research degrees are only accepted for advanced standing applications towards Postgraduate Diplomas and Master's degree programmes. The Postgraduate Diploma in Education (Primary/Secondary), however, does not accept applications based on research degrees. Also, incomplete research degrees are not accepted for advanced standing applications.
4. Ultimately, the award of advanced standing credits under each scheme depends on whether the award criteria of that scheme have been fulfilled.

(For the award criteria under respective schemes, see Sections D1, D2 and D3.)

C.2 Maximum Entitlement and Total Credit Value (TCV)

1. The amount of advanced standing credits awarded to a successful applicant is subject to a maximum ceiling as determined by the amount of tertiary level studies contained in the applicant's previous qualification(s). This is known as 'maximum entitlement'.
2. The University will work out a 'total credit value' (TCV) for each qualification presented by an applicant. If the applicant presents more than one qualification, his/her maximum entitlement will be determined by the one with the highest TCV.
3. In no case will the maximum entitlement of an applicant exceed the programme maximum advanced standing, which is:

<u>Programme</u>	<u>Credit Requirements</u>	<u>Programme Maximum Advanced Standing</u>
Master's Degree	60	30 credits
Postgraduate Diploma	at least 40	20 credits
Bachelor's Degree with Honours	160	100 credits
Bachelor's Degree	120	80 credits
Bachelor of Language Studies (English) with Honours and Postgraduate Diploma in Education (Primary) / (Secondary) (Pathway 1)	190	100 credits
Bachelor of Education with Honours in Early Childhood Education (Leadership and Special Educational Needs)	100	40 credits
Bachelor of Education with Honours in Primary / Secondary Education	80	20 credits
Bachelor of Education in Early Childhood Education	60	20 credits
Bachelor of Education in Early Childhood Education (Special Educational Needs)	60	20 credits
Higher Diploma	90	50 credits
Associate Degree	80	40 credits
Diploma	60-66	30 credits
Certificate	30	10 credits

4. **Maximum Entitlement and SCT/GCT**

An applicant is permitted to accept either SCT, or GCT, or both up to his/her maximum entitlement.

Below is a table illustrating the relationship between an applicant's maximum entitlement and SCT/GCT awards:

Qualification	TCV	SCT	GCT	Total Awards	Remarks
Higher Certificate ABC College	40	30	10	40	Awards = Maximum Entitlement

Qualification	TCV	SCT	GCT	Total Awards	Remarks
Higher Certificate ABC College	40	20	20	40	Awards = Maximum Entitlement
Higher Certificate ABC College	40	50	0	40	Awards exceed entitlement. Applicant required to choose 40 credits out of the 50 awarded
Higher Diploma ABC College	60	20	20	40	Awards below maximum entitlement

5. Maximum Entitlement and BCT

An applicant has to use one completed qualification in applying for BCT. The number of BCT credits granted to a successful applicant is equivalent to the TCV of the qualification used by the applicant.

Example:

An applicant holds 2 qualifications, with TCV as follow:

TCV of Qualification A = 50

TCV of Qualification B = 40

If the applicant uses Qualification A in applying for BCT and BCT is awarded, then the number of BCT credits awarded is 50.

- Partially completed qualifications may also be used for advanced standing applications, with the exception of research degrees. The TCV of such qualification(s), however, will be determined on a case-by-case basis, depending on the individual merits of each case.
- Qualifications which satisfy the entry requirements of a programme cannot be used for advanced standing under that particular programme, irrespective of the TCV(s) of the qualifications in question and whether one or more than one of the qualifications has/have been used for satisfying the entry requirement(s) of the programme.
- The University may review, when circumstances warrant, the TCV accorded to a particular qualification. The outcome of the review, however, will not affect previous award decisions made before the revision. Applicants who wish to request a review of previous application results may submit a new application and a new fee will be charged.

D. TYPES OF ADVANCED STANDING SCHEMES

D.1 General Credit Transfer

- Transferred credits obtained by means of **General Credit Transfer (GCT)** are known as **GCT credits**. GCT credits can be used to reduce the number of credits required for graduation on a one-to-one basis, but cannot be used for the exemption of a specific named course within the programme requirements published in the respective programme regulations. In other words, the award of GCT credits only exempts a student from completing the free-choice credit requirement of a named degree programme.
- GCT credits are deemed to be related to Foundation level studies only. Therefore, GCT credits will only be counted as Foundation level credits in satisfying the respective programme requirements for graduation.
- General Credit Transfer is not available for Postgraduate level programmes, Diplomas and 30-credit Certificate programmes. General Credit Transfer may also not be available for Bachelor's degree programmes and/or other sub-degree programmes which do not contain free-choice requirement. Also, General Credit Transfer is not applicable to the Bachelor of Social Sciences with Honours in Psychology Studies programme.

4. Maximum Award

In relation to the use of GCT credits as described in paragraphs 1 and 2 above, the maximum number of GCT credits awarded is therefore subject to the following limit:

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|--------|--|--|
| (i) | For the BGS programme | : 40 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (ii) | For BScCT and BScHCT | : 15 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (iii) | For BSScCS and BSScHCS | : 10 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (iv) | For BEC and BECH | : 5 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (v) | For BLSE1 (LGSTE-04) and BLSEH1 (LSEH1-04) | : 15 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (vi) | For BSScLESM2 | : 10 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (vii) | For BSScHLESM5 | : 20 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (viii) | For BSM | : 10 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (ix) | For other named Bachelor's degrees with exception of (i) to (viii) above | : 20 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (x) | For BLSHPGDEP1 | : 10 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (xi) | For BLSHPGDES1 | : 10 GCT credits, or the applicant's maximum entitlement, whichever the lower |
| (xii) | For AACLL, ABA, ABAC, AGS, ASSc and Higher Diploma programmes | : 20 GCT credits, or the applicant's maximum entitlement, whichever the lower, and subject to the amount of free-choice credits contained in the programme |
| (xiii) | For ALSE | : 15 GCT credits, or the applicant's maximum entitlement, whichever the lower |

5. GCT credits cannot be used for exemption from General Education courses of sub-degree programmes.

6. Award Criteria

Normally, GCT credits are granted for a qualification which is:

- (i) at a level not lower than Level 4 in the Hong Kong Qualifications Framework, or equivalent;
- (ii) obtained from a recognized institution which is accredited and the examination arrangement of which is up to internationally acceptable standards; and
- (iii) obtained by study and examination.

(The HKMU reserves the right to define a list of acceptable institutions/qualifications for the award of advanced standing.)

The amount of GCT credits granted is dependent upon, inter alia, the length of the programme leading to the qualification obtained by the applicant. Short courses are normally not eligible for the award of GCT credits.

Qualifications which have been assessed before and which have been assigned a 'Total Credit Value' by the University are eligible for GCT awards; on the other hand, qualifications of which the 'Total Credit Value' is zero do not entitle the holder to any GCT awards.

Partially completed qualifications may also be accepted for application for General Credit Transfer. The outcome of the application will depend upon the 'Total Credit Value' assigned.

(See also paragraph 6 of Section C.2.)

(For GCT applications based on HKMU awards, please refer to paragraph 5 of Section G.)

7. General Credit Transfer and Course Registration

For a named Degree / Sub-degree Programme

- (i) Do not register for free-choice courses until the application result is known.
- (ii) Make sure that the number of Foundation level credits registered plus awarded GCT credits in total do not exceed the maximum number of permitted Foundation level credits specified in the regulations of the respective HKMU programme.

For the Bachelor of General Studies (BGS) degree and Associate of General Studies (AGS)

GCT credits may be used to fulfil Foundation level requirements for the BGS degree and the AGS. Therefore, make sure that the number of Foundation level credits registered plus the awarded GCT credits in total do not exceed the maximum required Foundation level credits in the respective programme.

The above advice is given on the assumption that the applicant will not wish to take Foundation level/free-choice courses which, when added to the GCT credits awarded, will exceed the total number of Foundation level credits or the total number of free-choice credits required for graduation from his/her programme of study. The applicant may, of course, exercise his/her discretion in taking additional credits at Foundation level. However, such credits will not be counted for graduation, but will be accumulated in the applicant's record and may be counted towards another HKMU programme at a later date.

8. Programme of Study and General Credit Transfer

GCT credits are awarded only for the Programme of Study indicated by the applicant on his/her Advanced Standing application, known as the *A S Programme of Study*. The awarded GCT credits remain valid under only the *A S Programme of Study* of the applicant. For details, please see Section E.

D.2 Specific Credit Transfer

1. Transferred credits obtained by means of *Specific Credit Transfer (SCT)* are known as *SCT credits*. SCT credits may be used, on a one-to-one basis, for the exemption of a particular course required for graduation in an HKMU programme. In simple terms, this is course-by-course exemption.
2. Both application and approval for specific credit transfer are made on a course-by-course basis. If an applicant is awarded SCT credits for an HKMU course, then he/she will be exempted from taking that particular course. On the other hand, the applicant will be awarded a number of SCT credits commensurate with the number and level of the respective HKMU course which has been exempted by the awarded SCT credits.
3. The SCT credits awarded for a particular HKMU course may be used in lieu of a valid course result for obtaining the required credits for the course and may be counted towards graduation. However, such credits will only be deemed as equivalent to the lowest pass grade for the purpose of honours classification.
4. Specific Credit Transfer is only available for Foundation, Middle and Higher level courses. **No SCT** is available for Pre-foundation level courses. Also, no SCT is available for courses of the School of E&L which contain teaching practicums, for example, EDU E861B, EDU E862C, EDU E863, EDU E870C, EDU E841C and EDU E842C.
5. To apply for Specific Credit Transfer, an applicant is required to nominate course(s), equivalent in content and level to the HKMU course in respect of which the SCT application is made, from his/her previous studies. The applicant is also required to provide proof of completion of the course(s) nominated in the form of a transcript or student report or equivalent documents. Successfully completed course(s) nominated from an incomplete previous qualification may also be considered for SCT application.
6. Award Criteria
 - (i) Course(s) nominated for application for Specific Credit Transfer must be offered in a programme which is:
 - at a level not lower than Level 4 in the Hong Kong Qualifications Framework or equivalent
 - offered by a recognized institution which is accredited and the examination arrangement of which is up to internationally acceptable standards

(The HKMU reserves the right to define a list of acceptable institutions/qualifications for the award of advanced standing.)

- (ii) These courses must have been completed by the applicant through examination. Course results achieved by means of exemption are not eligible for SCT.
- (iii) The course(s) nominated for an SCT application must exhibit a very high degree of syllabus match (at least two-thirds or 70%) with the HKMU course in respect of which the SCT application is made. Syllabus match includes content, level, depth, currentness and other aspects, as defined by the academic Schools.
- (iv) All SCT applications are considered on a ***case-by-case basis***, taking into account the individual merits of each case, such as the course results of the applicant.

(For SCT applications based on HKMU awards, please refer to paragraph 5 of Section G.)

7. Programme of Study and Specific Credit Transfer

- (i) SCT credits are awarded for only the Programme of Study indicated by the applicant on his/her advanced standing application, known as the ***A S Programme of Study***. The awarded SCT credits remain valid under only the ***A S Programme of Study*** of the applicant. For details, please see Section E.
- (ii) An applicant is allowed to apply for SCT for courses not belonging to the set of required courses of his/her ***A S Programme of Study***. Since these courses do not belong to the applicant's ***A S Programme of Study***, approved SCT credits for such courses are not valid awards but reserved awards. They cannot be counted into the set of valid awards and cannot be used for graduation under the applicant's ***A S Programme of Study***. However, if the applicant subsequently changes his/her ***A S Programme of Study*** to a programme which contains the courses in question, the respective reserved awards can then be confirmed as valid awards. Please refer to paragraph 8 of Section E for elaboration of Programme of Study and advanced standing awards.
- (iii) If an applicant has successfully graduated from an HKMU programme with advanced standing credits, then any SCT credits (including reserved awards) which have not been counted towards graduation will become invalidated.

8. Maximum Award

- (i) There is no limit on the number of HKMU courses or credits in respect of which Specific Credit Transfer applications may be made. However, an applicant is only permitted to accept SCT awards (including GCT awards, if any) up to his/her maximum entitlement. The applicant will be given the flexibility to choose among the set of SCT awards should he/she successfully apply for SCT credits which in total exceed his/her maximum entitlement. An applicant is not permitted to alter his/her choice once it is made. If the applicant fails to indicate to the University his/her choice of acceptance, then the University will not be able to confirm the SCT awards on the applicant's record. This would result in the applicant's being unable to graduate with the approved SCT credits.
- (ii) If there exists an ordinary degree programme or honours degree programme belonging to the same academic discipline of the applicant's ***A S Programme of Study***, then the SCT application may also be processed for that respective ordinary degree or honours degree programme. The same arrangement will also be made in the category of sub-degree programmes for diploma and higher diploma programmes belonging to the same academic discipline. (Please see Section E for elaboration and refer to Appendix 1 of this Guide for details). In cases where the applicant's maximum entitlement for the programmes processed differ, and where different amounts of award are granted, then the applicant will be required to indicate which awards are to be used for which programme. If the applicant fails to indicate this to the University, the University will not be able to confirm the SCT awards on the applicant's record. This would result in the applicant's being unable to graduate with the approved SCT credits.

- (iii) Applicants under Pathway 1 of the Bachelor of Language Studies (English) with Honours and Postgraduate Diploma in Education (Primary/Secondary) programmes may, subject to satisfaction of the specified award criteria, claim SCT/GCT up to a maximum of 100 credits provided that he/she holds the following previous qualification(s):
- a recognized Bachelor's degree plus either a PGDE or PcEd or DipEd or MEd; or
 - a graduate of the 4-year full-time BEd (Hons) degree from a local university or HKIEd/EDUHK.

9. Excluded Combination

If an applicant has successfully applied for SCT for two or more courses which form an excluded combination, the applicant is advised to accept the SCT award for one of the courses only for counting towards his/her *A S Programme of Study*. This is because in accordance with the University's policy, only one course out of a set of courses which form an excluded combination may be counted for graduation towards one award.

10. Syllabus Information Requirement

Since Specific Credit Transfer is based upon syllabus match, each applicant is required to provide a detailed syllabus for each course to enable the academic staff to make the necessary assessment.

11. Course Registration and Specific Credit Transfer

- (i) An applicant is not permitted to hold both a valid course result and SCT credits for the same HKMU course.
- (ii) An applicant is not permitted to register for a course for which SCT has been granted.
- (iii) If an applicant has registered for a particular HKMU course, then any application for SCT in respect of that particular course will not be accepted. If the registration is made after the submission of the SCT application, then the related SCT processing will be stopped immediately. Also any SCT credits granted will become void. In this context, being registered includes when:
- the applicant has already started the course and it is still in progress, that is, the applicant has not withdrawn from the course;
 - deferment of the course has been granted;
 - the applicant has already been examined for the course; or
 - approval for deferment of the examination has been granted for that course.
- (iv) An applicant is therefore advised not to register for course(s) for which a specific credit transfer application has been made until the application result is known.

12. Application for courses not yet on offer

The University is not able to assess an SCT application for a course which is not yet on offer.

For such applications received before 1 July 1997, the University will grant a '*No award*' but '*subject to appeal on the first presentation*' of the course in question. Applicants receiving a '*No (SCT) award subject to appeal on first presentation*' of the course may ask for a review of the application result in respect of that particular course provided that the written request for the appeal is received by the Advanced Standing & Graduation Team within 90 days of the commencement date of the first presentation of the course. Beyond this period, a request has to be made via a new application and a new fee will be charged.

With effect from 1 July 1997, no SCT application will be accepted for University courses which are not yet on offer.

13. Special reminder for SCT applicants who intend to apply for SCT towards courses offered by the Lee Shau Kee School of Business and Administration

- No SCT application is accepted for phased out courses.

- If an academic qualification is used for SCT application towards a Higher level course, the qualification so used must be a recognized Bachelor's degree, and that the course(s) nominated for the SCT application from this Bachelor's degree programme must be at an equivalent level with the HKMU Higher level course in question.

14. Special reminder for claimants who intend to apply for Advanced Standing towards MCG

Holders of the Master of Corporate Governance (MCG) are eligible for full exemption from the International Qualifying Scheme (IQS) of the Institute of Chartered Secretaries and Administrators (ICSA) and the Hong Kong Chartered Governance Institute (HKCGI). If students intend to apply for full exemption after completing the MCG programme, they must register for student membership with HKCGI after they have enrolled in the MCG programme, and must complete the MCG programme within three years. In addition, students awarded advanced standing credits by the University towards the MCG programme may not be eligible to receive full exemption from the IQS. It is always the students' responsibility to confirm with the HKCGI that they are eligible for full exemption after completion of the MCG programme.

Therefore, claimants are advised to consult Dr Ryan Shum (Tel: 2768 6917) of the Lee Shau Kee School of Business and Administration before submitting an application.

15. Special reminder for claimants who intend to apply for Advanced Standing towards HDN/HDMHN

Students are advised to apply via the Specific Credit Transfer (SCT) scheme. They are also advised to consult the Programme Leader before submitting an application.

D.3 Block Credit Transfer

1. Transferred credits obtained by means of **Block Credit Transfer (BCT)** are known as **BCT credits**. An award of block credit transfer consists of the following:
 - (i) The applicant will receive a block of unspecified credits, known as BCT credits, towards the programme requirements for graduating in an HKMU programme.
 - (ii) In relation to the grant of BCT credits, the University will specify a list of '**top-up courses**' for the applicant to complete, in order to obtain the HKMU award with the BCT credits granted. The applicant must complete all the top-up courses **by study** for graduation purpose.

The number of top-up credits required is less than the normal requirements for graduating in an HKMU programme without any grant of BCT credits. Applicants should note that the award of a certain number of BCT credits does not indicate an automatic reduction by that amount in the number of credits required for the completion of the HKMU programme. The remaining number of credits required for completing the HKMU programme will depend on how many top-up credits are prescribed in the top-up courses list.

2. BCT credits are awarded for a completed qualification in a related subject area held by an applicant in respect of an HKMU programme of study.
3. The applicant is required to nominate **one** completed previous qualification in applying for BCT.

Exceptionally, under Pathway 1 of the Bachelor of Language Studies (English) with Honours and Postgraduate Diploma in Education (Primary/Secondary) programmes, applicants may nominate two qualifications in the BCT application, viz.:

A recognized Bachelor's degree plus either a PGDE or PcEd or DipEd or MEd.

4. A BCT application may also be processed for (one) programme(s) other than the one indicated by the applicant on his/her advanced standing application (Please see Section E for elaboration and refer to Appendix 1 of this Guide for details). In such cases, a different top-up list will be issued for each programme. Successful applicants are reminded that they have to follow the specific top-up list assigned for each individual HKMU programme.

5. Maximum Award

The maximum number of BCT credits awarded is subject to the Total Credit Value of the qualification used by the applicant in claiming for BCT, and in any case will not exceed:

- 80 credits in respect of an HKMU Bachelor's degree (120 credit),
- 100 credits in respect of an HKMU Bachelor's degree with honours (160 credit);
- 50 credits in respect of a Higher Diploma;
- 40 credits in respect of an Associate Degree;
- 30 credits in respect of a Diploma;
- 10 credits in respect of a 30-credit Certificate;
- 30 credits in respect of a Master's degree; and
- 20 credits in respect of a Postgraduate Diploma.

Exceptionally, under Pathway 1 of the Bachelor of Language Studies (English) with Honours and the Postgraduate Diploma in Education (Primary/Secondary) programmes, the maximum BCT credits awarded may be up to 100 credits for:

- ♦ a recognized Bachelor's degree plus either a PGDE or PcEd or DipEd or MEd; or
- ♦ a 4-year full-time BEd (Hons) degree from a local university or HKIED.

6. Award Criteria

(i) The qualification used by the applicant in applying for BCT must fulfil the following criteria:

- The qualification must:
 - ♦ be at a level not lower than Level 4 in the Hong Kong Qualifications Framework or equivalent if application is made towards an HKMU degree or sub-degree programme.
 - ♦ be at Postgraduate Certificate level or Postgraduate Diploma level (or at an equivalent standard as determined by the University) or be a higher degree at least at Master's degree level if application is made towards an HKMU Postgraduate Diploma or Master's degree.
- The qualification must be offered by a recognized institution which is accredited and the examination arrangement of which is up to internationally acceptable standards.
- The qualification must be obtained by the applicant by study and examination. An exempted qualification is not eligible for BCT.

(The HKMU reserves the right to define a list of acceptable institutions/qualifications for the award of advanced standing.)

(ii) The qualification used by the applicant must be a completed qualification. That is, the applicant must have obtained the full and final award for the qualification.

Professional qualifications, where the examinations are divided into stages, may also be considered as a standalone completed qualification in view of the exit stage awarded to the applicant.

7. The Top-up Courses List

(i) The Top-up courses List is defined by the Regulations of the respective HKMU programme:

For degree programmes

- Required Higher level courses must be included in the Top-up Courses list.
- Free-choice courses must be excluded from the Top-up Courses List.
- Other essential Middle level courses, or in some cases, Foundation level courses, will normally be included in the Top-up Courses List.

For sub-degree programmes

- The most essential part of the programme requirements will be included in the Top-up Courses List. This will normally include required Higher level and/or Middle level courses.

(ii) Applicants should note that a top-up courses list is only valid within the context of the Regulations for the specific HKMU programmes of study that are in force at the time of graduation. Since the University may revise the Regulations for a programme as and when required and the changes may have an impact upon the already issued top-up courses lists, applicants should pay attention to any such revisions and to contact the Registry if any doubts arise.

- (iii) From April 2015 onwards, all revisions in BCT Top-up Lists and Course Tables will be notified to applicants via email in lieu of printed hardcopies unless the applicant has been granted special permission from the University to receive printed copies. Upon receipt of the email, the applicant may check the details of the updated BCT Top-up Lists and Course Tables from the HKMU Online Services (log on MyHKMU --> My Programme --> Academic --> Student Records --> Academic Record --> view all terms --> Advanced Standing Details of Application Result).
- (iv) Applicants are free to undertake additional courses outside the top-up courses list. However, the credits obtained will not be counted for graduation but will be accumulated under the applicant's record.

8. Course Choice and Block Credit Transfer

Precedents of applications are available on the HKMU webpage at: www.hkmu.edu.hk --> Current Students --> Distance Learning/Taught Postgraduate --> Advanced Standing --> Block Credit Transfer (BCT) Precedents. Applicants are advised to consult the precedents and follow the available top-up lists in registering for courses. In case precedents are not available, applicants are advised to register for required Higher level courses and not to register for free-choice courses for applications towards an HKMU degree or sub-degree programme. However, no guarantee about the content of a top-up courses list can be made until the application result is known. Hence, it is not possible to provide definitive advice to applicants in such cases prior to the release of the application results.

9. BGS / AGS and Block Credit Transfer

- (i) Since both the BGS and AGS programmes do not comprise a fixed set of courses, an applicant applying for BCT for the BGS is required to submit a 120-credit study plan for the BGS programme which fulfils the Regulations for the award of the BGS; while an applicant for the AGS is required to submit an 80-credit study plan for the AGS programme which fulfils the Regulations for the award of the AGS. NURS course(s) are not allowed in the study plan. The University will then specify the top-up courses from the study plan for the applicant if the application is accepted.
- (ii) Applicants should note that any HKMU course(s) contained in the study plan which resemble(s) the course(s) contained in an applicant's previous studies will not be specified in the top-up courses list.
- (iii) Applicants are allowed to submit a maximum of two requests for alteration of the set of top-up courses after release of the application result, should a need arise. Thereafter, applicants asking for further changes are required to submit a new application form and fee.

10. Programme of Study and Block Credit Transfer

BCT credits are awarded for only the Programme of Study indicated by the applicant on his/her Advanced Standing application, known as the A S Programme of Study. The awarded BCT credits remain valid only for the *A S Programme of Study* of the applicant. For details, please see Section E.

- 11. Only in very exceptional cases is a BCT precedent revised. Normally, such a revision is caused by a respective revision in the TCV of the qualification for which the Block Credit Transfer application is approved. However, there will be no retrospective effect on applications approved before such a revision.

12. Special reminder for claimants who intend to apply for Advanced Standing towards MCG

Holders of the Master of Corporate Governance (MCG) are eligible for full exemption from the International Qualifying Scheme (IQS) of the Institute of Chartered Secretaries and Administrators (ICSA) and the Hong Kong Chartered Governance Institute (HKCGI). If students intend to apply for full exemption after completing the MCG programme, they must register for student membership with HKCGI after they have enrolled in the MCG programme, and must complete the MCG programme within three years. In addition, students awarded advanced standing credits by the University towards the MCG programme may not be eligible to receive full exemption from the IQS. It is always the students' responsibility to confirm with the HKCGI that they are eligible for full exemption after completion of the MCG programme.

Therefore, claimants are advised to consult Dr Ryan Shum (Tel: 2768 6917) of the Lee Shau Kee School of Business and Administration before submitting an application.

13. Special reminder for claimants who intend to apply for advanced standing towards HDN/HDMHN

Students are advised to apply via the Specific Credit Transfer (SCT) scheme. They are also advised to consult the Programme Leader before submitting an application.

14. Special reminder for claimants who intend to apply for advanced standing towards BACEC/BAHCEC and BACEE/BAHCEE

Block Credit Transfer (BCT) is not available for advanced standing applications towards BACEC/BAHCEC and BACEE/BAHCEE.

D.4 Relationship of the Three Types of Credit Transfer

1. A GCT application will be considered for the award of general credit transfer only. Every SCT application will automatically be considered for a GCT grant in addition to the SCT claim. A BCT application, on the other hand, may also cover the GCT category. An explanation is given below:

<i>Scheme</i>	<i>Type of Credit Transfer Handled</i>	<i>Explanation of Operations</i>	<i>Advice on Application Submission</i>
GCT	GCT only	A GCT application will be considered for GCT only.	An applicant needs to submit only one GCT application if only GCT credits are required.
SCT	1. SCT, and 2. GCT	The University will see whether GCT could be granted to the applicant on top of SCT. The process of GCT consideration usually happens when the SCT part of the application is completed. If the applicant is awarded SCT credits up to his/her maximum entitlement, then no GCT will be granted.	An applicant needs to submit only one SCT application, if: 1. only SCT credits are required, or 2. both SCT credits and GCT credits are required.
BCT	1. BCT, or 2. GCT	A successful BCT application will not be considered for GCT. For BCT applications received on or after 1 April 1994, every unsuccessful case will automatically be processed for GCT. If no GCT is granted for an unsuccessful BCT application, this means that the qualification is not eligible for GCT either. There is no further need for the applicant to submit a GCT application in respect of the same qualification. BCT applications which were received before 1 April 1994 were not processed for	Since the effect of a GCT award is encompassed in a BCT grant, there is no need for a BCT applicant to apply for GCT. An applicant needs to submit one BCT application if he/she wishes to attempt both the BCT and the GCT scheme.

<i>Scheme</i>	<i>Type of Credit Transfer Handled</i>	<i>Explanation of Operations</i>	<i>Advice on Application Submission</i>
		GCT. This group of applicants who failed to get BCT need to submit a fresh GCT application if they intend to attempt the GCT scheme.	

2. However, if an applicant intends to attempt both the SCT scheme and the BCT scheme, then he/she would need to submit two separate applications and two separate fees will be charged.
3. Awarded SCT credits and GCT credits may be used alone or together; whereas awarded BCT credits may only be used alone.

If an applicant has applied for both BCT and SCT, then he/she is permitted to accept only one of these two categories of award. After the release of application results for both applications, the applicant is required to indicate to the University his/her choice of acceptance, using Form A-CA. If no indication is received after one month of the second offer, the SCT/GCT category of awards will be confirmed in the applicant's record. The BCT category of awards will then become void.

4. An applicant is not permitted to apply for advanced standing for different programmes of study simultaneously.

E. PROGRAMME OF STUDY

1. A S Programme of Study

An advanced standing application is processed under the Programme of Study nominated by the applicant on the application form. The Programme of Study so indicated by the applicant is known as the '***A S Programme of Study***'. Every applicant is therefore required to indicate an ***A S Programme of Study*** in his/her advanced standing application. Please note that an applicant is not allowed to have more than one ***A S Programme of Study*** at a time.

Please refer to the column on Programme Code (column 1) in Appendix 1 of this Guide for filling in an ***A S Programme of Study***.

2. Validity of advanced standing awards

All advanced standing awards are granted only for the '***A S Programme of Study***' indicated by the applicant on the application form. They cease to remain valid when the respective ***A S Programme of Study*** is changed.

3. Processing of other programmes

Where specified, the University may also process an applicant's application for (a) programme(s) other than the applicant's ***A S Programme of Study***. Please refer to the column on other programmes handled (column 3) in Appendix 1 of this Guide.

The results relating to these other programmes handled will be kept on record for reference. The applicant himself/herself will also be informed of the results. Please note that these results are not the set of valid awards (since only the set of awards belonging to the applicant's ***A S Programme of Study*** is the set of valid awards).

If an applicant would like to change his/her ***A S Programme of Study*** to one of these other programmes handled, then the set of awards belonging to the changed programme will be confirmed as the set of valid awards. Please see paragraph 7 below for the arrangements and procedures.

4. Use of advanced standing awards

An applicant may use valid advanced standing awards to count towards the requirements for graduation. Valid advanced standing awards refer to those awards granted under the applicant's *A S Programme of Study*.

In this regard, please note that the University's Graduation Team will process your graduation request in accordance with the *Programme of Study* at your student record. This is the programme indicated by you in the application form when you apply for admission.

Please further note that the *A S Programme of Study* and the *Programme of Study* at your student record are two separate records. Therefore, if you intend to use the valid awarded advanced standing credits for graduation, you have to ensure that your record of '*A S Programme of Study*' is the **same** as your record of '*Programme of Study*'.

5. Procedure for changing the *A S Programme of Study*

Any requests to change the *A S Programme of Study* have to be made to the Advanced Standing & Graduation Team using the following standard proforma:

<u>Application Type</u>	<u>Form</u>
GCT/SCT	A-CG-S
BCT	A-CB

More than one form may be used if an applicant has applied for more than one type of credit transfer.

These forms are obtainable from the Registry Reception Counter (Level 5, Block A, Main Campus) during office hours. An applicant may also request such forms by post with a stamped self-addressed envelope to the Advanced Standing & Graduation Team. Alternatively, students may submit the forms via the HKMU webpage: (www.hkmu.edu.hk→Current Students→Distance Learning/Taught Postgraduate→Useful Forms→Change in *A S Programme of Study*).

Students may also submit the forms via MyHKMU on the HKMU website (Current Students).

6. Procedure for changing the *Programme of Study at Student Record*

Students may change their *Programme of Study* during the course of their studies online via MyHKMU of the HKMU website (Current Students) or using Form R-CP (Application for Change of Programme of Study). If students intend to change to a programme with specific entry requirements, they must submit form R-CP.

7. Changing the *A S Programme of Study* to a programme handled before under the applicant's original application

If an applicant intends to change his/her *A S Programme of Study* to a programme already processed under the applicant's original *A S Programme of Study* (see paragraph 3 above), he/she may request such a change by sending the respective proforma (paragraph 5 above) to the Advanced Standing & Graduation Team. After receiving the applicant's request, the applicant's record of '*A S Programme of Study*' will be amended accordingly.

Impact on processing of outstanding claims:

If the processing of the applicant's application has not been completed, then the application will be processed under the new *A S Programme of Study*.

Impact on awarded advanced standing credits:

If the processing of the applicant's application has already been completed, then the set of advanced standing credits for the original *A S Programme of Study* will be invalidated upon the change. Following that, the set of awards belonging to the new *A S Programme of Study* will become the set of valid awards which may be used for graduation.

In this regard, SCT and BCT applicants are reminded of the following:

For SCT

The details of the new set of awards may differ from the old one (in terms of amount and/or exempted courses). Applicants are reminded to refer to award letters and/or Form A-ETCV for details.

For BCT

Please note that a different top-up list will be issued for each *A S Programme of Study*. Therefore, on changing to a new *A S Programme of Study*, the applicant has to follow the top-up instructions given in the top-up list for the new *A S Programme of Study*.

8. Changing the *A S Programme of Study* to a programme NOT handled before under the applicant's original application

The procedure for changing the *A S Programme of Study* to a programme NOT covered in the original application is the same as that mentioned in paragraph 7, that is, the applicant has to inform the Advanced Standing & Graduation Team using proforma A-CG-S and/or A-CB. The applicant's record of *A S Programme of Study* will then be amended in accordance with the new *A S Programme of Study* indicated on the proforma.

However, the impact on processing of outstanding claims and awarded advanced standing credits are different. Please carefully note the following:

For GCT

A GCT award is transferable across programmes, and therefore:

- (i) If the processing of the respective GCT application has not been completed, the application will be considered and processed under the new *A S Programme of Study*.
- (ii) If the processing of the GCT application has been completed, the awarded GCT credits, if any, will be transferred to the new *A S Programme of Study*, provided that free-choice credits are allowed under the Regulations of the new programme. In this regard, the amount of credits transferable is dependent on first, the number of free choice credits contained in the Regulations of the new programme and second, the maximum limit of GCT allowed in the new *A S Programme of Study* (see paragraph 4 of Section D1), but in any case will not exceed the maximum entitlement of the applicant. For applicants with both SCT credits and GCT credits to be transferred, the amount of GCT credits transferred, in any case, will not exceed the difference between the applicant's maximum entitlement and the amount of awarded SCT credits.

For SCT

A SCT award is transferable across programmes, and therefore:

- (i) If the processing of the respective SCT application has not been completed, the application will be considered and processed under the new *A S Programme of Study*.
- (ii) If the processing of the SCT application has been completed, then previous awards, including the reserved awards, will be transferred to the new *A S Programme of Study* on condition that the new programme contains the course(s) in respect of which SCT credits were granted before. SCT credits for courses outside the requirements of the new *A S Programme of Study* cannot be transferred and

therefore will only be kept in record as reserved awards. However, in no case will the transferred SCT credits, or transferred SCT credits and GCT credits together, exceed the applicant's maximum entitlement.

For BCT

A BCT award is **NOT** transferable across programmes, except where specified by the University as mentioned in paragraphs 3 and 7 above, and therefore:

- (i) Processing will be stopped on changing to the new *A S Programme of Study* if the application is still under consideration.
- (ii) If the processing of the original BCT application has been completed, all awarded BCT credits will be invalidated on changing to a new *A S Programme of Study*.
- (iii) If an applicant intends to obtain BCT credits under the new *A S programme of Study*, he/she is required to submit a new application and a new fee.

F. RELEASE OF APPLICATION RESULTS

1. Application results will be released to individual applicants via (an) award letter(s). Applicants are advised to keep the letters for record purposes.
2. For SCT applications, the University is not able to confirm the applicant's results on his/her record unless a further indication is received from the applicant regarding his/her choice of awards:
 - (i) where the amount of awarded SCT credits/SCT credits plus GCT credits exceeds the applicant's maximum entitlement;
 - (ii) where different amounts of SCT credits/SCT credits plus GCT credits are awarded to the applicant in respect of the different programmes handled under the applicant's application.

The applicant will be required to confirm his/her choice of acceptance to the Advanced Standing & Graduation Team. Delay in replying may result in the applicant's being unable to use the approved SCT credits/SCT credits plus GCT credits for graduation.

3. Review of Application Results
 - (i) The award decisions made by the Advanced Standing Committee/Senate are final. No request for a review of application results will be entertained except when the applicant is able to provide new evidence in relation to the original qualification which was not made available to the University at the first submission of an application.

Applicants who wish to submit new evidence in the form of new qualifications are required to submit a new application form and fee.
 - (ii) As stipulated in paragraph 8 of Section C.2, the University may review the total credit value assigned to particular qualifications from time to time. The results of such reviews will be duly announced. Award decisions made before the review, however, will not be affected by the outcome of the review. In the case of an increase in the TCV of a qualification following the review, applicants may, at their own discretion, apply for a review of their previous application results using the same qualification by submitting a new application. A new application fee will be charged.

4. Processing Time

The normal processing time for all applications will take at least three months unless there exists a precedent for the qualification being used by the applicant in applying for advanced standing. Applicants

using qualifications which have not been assessed for 'Total Credit Value' may expect that the processing will take a longer time.

5. Approval

Each advanced standing application is subject to approval by the Advanced Standing Committee (or its delegated authority) upon recommendation by the respective academic unit.

G. OBTAINING A SECOND HKMU AWARD THROUGH ADVANCED STANDING

1. A student is only permitted to transfer credits into the HKMU once in each category of HKMU awards as defined in paragraph 2 of Section B, and the transferred credits may only be used towards one HKMU programme.
2. Apart from granting advanced standing credits for qualifications obtained outside the HKMU, the University may consider granting advanced standing credits for a completed HKMU programme.
3. The use of a completed HKMU award for advanced standing is permissible when an applicant who has completed a first HKMU programme using advanced standing credits intends to pursue a different programme of study and wishes to obtain exemptions for that second HKMU programme of study.

A graduate who has not transferred credits into the HKMU for the programme in which he / she has graduated and who intends to pursue a second programme at the HKMU may consider transferring credits into the HKMU in respect of the second programme, or alternatively, applying for advanced standing for that second programme using the conferred HKMU award.

4. A special application form and guide is available for Advanced Standing using completed HKMU qualifications. This form and guide is obtainable from Registry Reception Counter (Level 5, Block A, Main Campus) during office hours. Students may also download the form and guide from the HKMU webpage: (www.hkmu.edu.hk→Current Students→Distance Learning/Taught Postgraduate→Advanced Standing→Advanced Standing based on HKMU awards).

5. Award Criteria

For BCT and GCT applications, the normal award criteria shall apply.

For SCT applications, SCT shall be awarded for a course in the second programme based on the same course having been completed and counted in the first award. In this regard, SCT may also be granted on an exceptional basis for (a) course(s) in the claimant's first award which form an excluded combination with a course in the second programme to be pursued.

6. For BCT applications, normally each application will be considered on its own merits on a case-by-case basis. Hence, precedents may not be available.
7. Applicants may apply for SCT credits towards an HKMU course at the Pre-foundation, Foundation, Middle, Higher or Postgraduate Levels based on completed HKMU course(s), with the exception of required Higher Level courses in an undergraduate or sub-degree programme of the School of Science and Technology.
8. Applicants may not claim SCT credits towards an HKMU course based on course(s) from both a non-HKMU qualification and an HKMU award.
9. One completed HKMU course will be granted SCT only once, and a course exempted by means of SCT cannot be used to claim for SCT again.

10. With respect to SCT applications based on completed HKMU courses, the University will not accept applications for SCT in respect of a University course which is not specified in the requirements of the Programme of Study indicated in the claimant's advanced standing application.
11. A completed HKMU award may be granted GCT credits only once for counting towards a second HKMU programme. GCT credits, if approved, will be awarded on a one-to-one basis.
12. GCT credits awarded based on completed HKMU Pre-foundation level courses can only be counted towards the free-choice requirements of an HKMU sub-degree programme where free-choice credits at Pre-foundation level are allowed. Such credits cannot be counted towards the free-choice requirements of an HKMU degree programme upon articulation from an HKMU sub-degree programme to an HKMU degree programme.
13. A claimant is not allowed to alter the application details of his/her general credit transfer application once the application is approved.
14. Credits within an HKMU award which have been used for applications for general credit transfer cannot be used for further advanced standing claims.
15. AN HKMU course in an HKMU award which has been granted SCT credits for counting towards the specified course requirements of a second University programme cannot be used for further advanced standing claims.
16. A claimant is not permitted to use a University award for applying for block credit transfer towards another University programme if one or more course(s) from that award have been awarded SCT credits and/or GCT credits for counting towards the requirements of a different University programme.
17. A University award which has been awarded BCT credits towards another University programme cannot be used for any further advanced standing claims.

H. SYLLABUS INFORMATION

1. It is the responsibility of the applicant to submit syllabus information in support of his/her application. Without the required syllabus information, the University will not be able to consider the application submitted.
2. Syllabus information can broadly be classified into 2 types:

Type 1 - General information pertaining to a qualification which includes the following:

 - (a) General programme structure
 - (b) Entrance requirements
 - (c) Exit standard
 - (d) Mode and duration
 - (e) Number of study hours/contact hours
 - (f) Assessment methods
 - (g) Graduation requirements
 - (h) General programme content, and/or
 - (i) Recognition (optional)
 - (j) Articulation (optional)

Type 2 - The detailed course syllabus of each subject of the qualification, which should include at least a one-page description for each subject.
3. Applicants are required to submit syllabus information in the following manner:

GCT

With precedents (i.e. qualification already assigned a TCV)	Not required
No precedent available (i.e. TCV of qualification not yet determined)	Type 1 syllabus required Type 2 syllabus optional, but preferable

SCT

Qualification already assigned a TCV	Type 2 syllabus required
TCV of qualification not yet determined	Type 1 syllabus required Type 2 syllabus required

BCT

With precedents	Not required
Precedent not available	Type 1 syllabus required Type 2 syllabus preferable

4. The syllabus so submitted has to be applicable for the period during which studies were undertaken by the claimant.
5. The submitted syllabus must be obtained from official sources such as a prospectus or courses documents from the institution from which the qualification was obtained. A handwritten syllabus is not acceptable.
6. Applicants presenting a research degree for advanced standing applications must initially provide the following:
 - (i) A summary of the thesis completed in obtaining the respective research degree award.
 - (ii) Chapter One of the thesis completed in obtaining the respective research degree award.
 - (iii) A list of the reference materials used in completing the thesis.

As and when required, applicants may have to provide a copy of the complete thesis.

7. Submitted syllabus information will not be returned.
8. All required information to be submitted by the applicant should be in either English or Chinese. If the submitted information is written in languages other than English or Chinese, official translation must also be submitted.

<i>I. REFERENCE MATERIALS AND ENQUIRIES</i>
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1. General information on advanced standing is available from the Student Handbook. Alternatively, applicants may also consult the HKMU webpage on advanced standing: www.hkmu.edu.hk → Current Students → Distance Learning/Taught Postgraduate → Advanced Standing. Detail information is contained in the Guide to Application for Advanced Standing.
2. Information on advanced standing is updated from time to time. Applicants are advised to refer to the latest version of the Application Form and Guide prior to submission of an application.
3. Also, the following information is available on the HKMU webpage for reference:

BCT Precedents for Bachelor's Degree Programmes	www.hkmu.edu.hk/bctprecedent
BCT Precedents for Postgraduate Diplomas and Master's Degree Programmes	www.hkmu.edu.hk/bctprecedentpg
BCT Precedents for Associate Degree Programmes	www.hkmu.edu.hk/bctprecedentad

4. Applicants can also consult the respective HKMU course materials at the Library counter.
5. The Advanced Standing Application Form and Guide is obtainable from the Registry Reception Counter (Level 5, Block A, Main Campus) during office hours. Alternatively, applicants may obtain the Form and Guide by post by enclosing a stamped (postage: HKD7.9) A-5 size self-addressed envelope. Students may also download the Form and Guide from the HKMU webpage: (www.hkmu.edu.hk→Current Students→Distance Learning/Taught Postgraduate→Advanced Standing→Application for Advanced Standing).
6. Any enquiries can be directed to the Advanced Standing & Graduation Team on 2768 6624.
Office hours : Monday to Friday (excluding public holidays)
9:00am to 5:40pm

J. RECOGNITION OF PRIOR LEARNING

1. Credits obtained under the “Recognition of Prior Learning” (RPL) mechanism of the Qualifications Framework (QF) may be recognized for advanced standing.
2. Credits to be recognized must be obtained from Unit(s) of Competency (UoC) at QF Level 4 or above and assessed in cluster(s) at QF Level 4 or above. Each UoC will only be recognized once for advanced standing based on its QF credit value. The UoCs can be obtained from more than one industry/sector.
3. RPL credits to be recognized must be obtained via assessment rather than exemption.
4. Transfer credits granted by HKMU for recognition of RPL credits can be applied towards the free choice requirements of a bachelor’s degree programme up to a maximum of 20 credits or the number of free choice credits allowed in a programme, whichever the lower. Candidates may apply for advanced standing via the General Credit Transfer (GCT) Scheme.
5. An applicant may submit more than one application up to the approved maximum.
6. Only one application fee will be charged for applications based on credits obtained under the “Recognition of Prior Learning” mechanism.

K. APPLICATION FEES

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

Applications based on non-HKMU qualifications:

Type	current fees valid up to 31-8-2023	new fees with effect from 1-9-2023
GCT only	HKD1,095 per application	HKD1,115 per application
SCT/GCT	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	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
BCT	HKD4,380 per application	HKD4,450 per application

(The fees charged under the Extended Scheme are different. Please refer to the 'Special Notes on the Extended Scheme for Advanced Standing'.)

Applications based on HKMU qualifications:

Type	current fees valid up to 31-8-2023	new fees with effect from 1-9-2023
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GCT only	HKD1,095 per application	HKD1,115 per application
SCT/GCT	HKD1,095 per course, up to a maximum fee of HKD4,380 per application	HKD1,115 per course, up to a maximum fee of HKD4,450 per application
BCT	HKD4,380 per application	HKD4,450 per application

2. All application fees are non-refundable.
3. Applicants are required to pay their application fees when they receive the payment slip from the University in the manner specified in paragraph 9 of Section L.
4. Any new information submitted after 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.
5. For successful applications, no further exemption fees will be charged.
6. The application fees are usually subject to an annual review. Any revision will normally take effect in the Autumn term of every academic year. Applicants are required to pay the new fees if the applications are received on or after the effective day of the new fees. For applications sent in by mail, the cut-off date will be determined in accordance with the postmark.
7. Normally, the block credit transfer may offer a higher amount of transferred credits than the specific credit transfer scheme unless the previous qualification held by an applicant is in a subject area very close to the Programme of Study for which the applicant intends to submit the application.

L. SUBMITTING AN APPLICATION

1. Applicants for advanced standing should read this Application Guide thoroughly and understand the contents.
2. Applicants should think carefully in deciding on the *A S Programme of Study* and in choosing the application type.

Please note that no subsequent alteration to Sections B, C, D of the application form is permitted after submission of the form. Any subsequent alteration has to be made via a new application form and a new fee will be charged.

3. Complete the application form in accordance with the instructions given.
4. Attach supporting documents:
 - (i) Certificate of Award
All applicants are required to submit one copy of the certificate of award for each qualification mentioned in Section B of the application form. The HKMU does not accept original(s) of the certificate(s) of award. Applicants are required to submit the copy / copies in the manner specified in paragraph 5 below.
 - (ii) Transcripts
In addition to 4(i) above, submit one copy of transcript(s) pertaining to the qualification(s) used in applying for GCT, SCT and/or BCT. The HKMU accepts original(s) of the transcript(s) to be submitted. The original(s) submitted will not be returned. If applicants are unable to submit (an) original(s), they are required to submit the copy / copies in the manner specified in paragraph 5 below.
5. The HKMU accepts copy / copies of the certificate(s) of award and transcript(s) in the following manners:
 - (i) Copy / copies which are certified as true copies by the awarding academic institution(s);

- (ii) Copy / copies with statutory declaration made by the applicant himself / herself at a District Office that the documents are true copies of the original(s) held by the applicant. (In this regard, applicants should contact the Advanced Standing & Graduation Team for proper wordings to be used in the declaration.)
 - (iii) Notarized / verified copy / copies made by solicitors who are in the list of “Members with Practising Certificate” of “Law List” from “The Law Society of Hong Kong” (http://www.hklawsoc.org.hk/pub_e/default.asp).
6. Submit relevant syllabus information as stipulated in paragraph 3 of Section H.
 7. If a document submitted by an applicant bears a different name from that on the application form, legal evidence of the change in name must be submitted.
 8. Send the completed application form with the necessary documentation to the following address:
Advanced Standing & Graduation Team, Registry, Hong Kong Metropolitan University, Room A0511, 30 Good Shepherd Street, Homantin, Kowloon.
 9. On receiving an application, the Advanced Standing & Graduation Team will send a payment notification email to the applicant informing him / her of the fees to be paid for the application in accordance with the application type indicated on the application form. Applicants can make the payment using the “payment link” provided in the email, using credit card (VISA/Mastercard) or UnionPay. After making the payment, applicant should notify the Advanced Standing & Graduation Team via email with the relevant payment record to confirm the successful payment.
 10. On receipt of the notification of the successful payment, the University will start processing the application. Please note that the University may still contact the applicant for additional information, if required, for processing of the respective application. Please further note that there will be no guarantee on the application result, and that no refund of the paid application fees will be made if the application is unsuccessful.
 11. The Advanced Standing & Graduation Team may return the application to the applicant if the applicant has failed to submit the required supporting documents mentioned in paragraphs 4 and 6 above. The applicant should submit the application again at a later date when all the required documentation has been collected.
 12. The personal data contained in your application form will be used for the processing of your application for advanced standing, and upon processing, will become part of your student record which will be used by the University for all academic and administrative purposes.

M. NOTES ON APPLICATION

1. The University reserves the right to alter any policies, rulings and procedures in regard to advanced standing matters when deemed appropriate and/or necessary.
2. The use of awarded advanced standing credits is subject to the latest rules/policies that are in force, unless otherwise stipulated by the University.

(Rev. V56-04/2024)