

Academic Year 2022/23

For SDD Modules

職業訓練局  
Vocational Training Council  
學分轉移 / 單元豁免申請表  
Application for Credit Transfer / Module Exemption

填寫本表格前，請先參閱下一頁的「申請須知」。  
Please read the 'Application Guide' on the next page before completing this form.

**第一部份：由申請人填寫 Part I: To Be Completed by Applicant**

## 1. 個人資料 Personal Particulars:

姓名 Name \_\_\_\_\_ 中文 Chinese \_\_\_\_\_  
 英文 English \_\_\_\_\_  
 學生編號 Student No. \_\_\_\_\_ 課程編號 Programme Code \_\_\_\_\_ 課程名稱 Programme Title \_\_\_\_\_  
 電郵地址 E-mail Address \_\_\_\_\_ 聯絡電話 Tel. No. \_\_\_\_\_

## 2. 申請學分轉移/豁免之單元 Module(s) to Apply for Credit Transfer / Module Exemption:

	單元編號 Module Code	單元名稱 Module Title	學分 Credit Value	申請 <sup>^</sup> Applying for <sup>^</sup>			
				學分轉移 Credit Transfer	單元豁免 Module Exemption		
				理據 Justification:	理據 Justification: (只選擇一項 Choose ONE only)		
				曾修讀相同單元 Identical Module Previously Completed	相若學業成就 Comparable Academic Achievements	相關經驗 Relevant Experience	其他合理理由 Other Justifiable Grounds
(a)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>^</sup> 請參考「申請須知」第1項，並在適當的方格填上✓號 Please refer to Item 1 of the 'Application Guide' and ✓ the appropriate box

本人已閱讀下一頁的「申請須知」並同意遵守該等規則。 I have read the 'Application Guide' on the next page and agree to conform to the relevant regulations.

學生簽署 Signature of Student \_\_\_\_\_ 日期 Date \_\_\_\_\_

**第二部份：只限職員專用 Part II: For Staff Use Only**

1.  Document copies verified Staff Name & OU \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

2.  Application fee received Staff Name & OU \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

3. To be completed by Module Leader(s)/Coordinator(s)<sup>@</sup>  
(or Programme Leader/Coordinator for modules without Module Leaders):

	Recommendation for Application in Part I (2)			Staff Name & OU	Signature	Date
	Credit Transfer#	Module Exemption	Not Recommended and Reason			
(a)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(b)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(c)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				

# Please input the code (if different) of the VTC module previously completed, OR the mark (out of 100) of the non-VTC module previously completed.

@ For modules on the 'exemption list' stipulated in the Definitive Programme Document (DPD), please complete **Part II** Point 3 or Point 4

4. To be endorsed by Programme Leader/Coordinator (for Vocational Modules)@ and/or Designated Person(s) appointed by relevant AD(s) (for Generic Modules) and/or Chairperson of Module Board (for Enrichment Modules):					
	Endorsement for Recommendation in Part II (3)		Staff Name & OU	Signature	Date
	Endorsed	Not Endorsed and Reason			
(a)	<input type="checkbox"/>				
(b)	<input type="checkbox"/>				
(c)	<input type="checkbox"/>				
5. To be approved by HoD (for HD and DFS) or Chairperson of Programme Board (for DVE, DVB and Cert/Dip/PC/PD/PgC/PgD at QF Levels 1-6): (NB.: Please note the Credit Transfer and Module Exemption ceiling requirements stated in respective GARs. For programmes supported by SRS-MAP, a report function "Credit Transfer/Exemption Report (MSMP02207R)" is available to facilitate checking.)					
The recommendation(s) made by the Programme Leader/Coordinator and/or relevant Designated Person(s) in Part II (4) is/are:			Staff Name & OU _____		
<input type="checkbox"/> All approved			Signature _____		
<input type="checkbox"/> Approved <b>except</b> the following (please give the module code(s) and reason(s)):			Date _____		
<input type="checkbox"/> Not approved (please give reason(s)):					
6. <input type="checkbox"/> Record system updated      Staff Name & OU _____      Signature _____      Date _____					
7. <input type="checkbox"/> Student informed of the result/arrangement      Remarks, if any:					
Staff Name &OU _____      Signature _____      Date: _____					

#### 申請須知

1. 如申請人曾修讀相同單元，則可申請學分轉移（考獲之單元等級／分數，將計算入現正修讀之課程）；如申請人持有相若學業成就、或具備相關經驗，及/或提出其他理由（如殘障、特殊教育需要等），則可申請單元豁免（獲豁免單元之等級／分數，不會計算在所修讀課程之總成績內）。**現正修讀課程之每個單元，只可申請學分轉移或者單元豁免，申請人於申請前應諮詢相關單元老師。**
2. 如有需要，學院或會要求申請人參加單元豁免評核。
3. 各課程可獲學分轉移或豁免修讀的單元數目，均設有上限。
4. 遞交申請表時，申請人必須提供相關證明文件的**副本一份**，以及**帶回正本**以供核實。申請人有責任提供所有處理申請所需之證明。若以相關經驗申請單元豁免，申請人或須另外填寫指定申請表。詳情請與相關老師 / 課程主任查詢。
5. 申請的截止日期由相關部門／中心／辦事處決定，或最遲於第二個上課週結束前。
6. 如未能提供足夠證明，或於截止日期後提出的申請，概不受理。
7. 申請費／評核費以最新公布為準，已繳費用概不發還。
8. 申請結果公布前，申請人應出席相關課堂及參與相關單元評核。
9. 相關部門／中心／辦事處之決定為最終決定。

#### Application Guide

1. Credit transfer may be granted for identical modules previously completed, where the grades/marks of the modules will contribute towards the award of your current programme. Module exemption may be granted for comparable formal academic achievements, relevant experience, and/or other grounds (e.g. disabilities, special education needs, etc.), where the grades/marks, if any, of exempted modules will not contribute towards the award of your current programme. **For each module in your current programme, only EITHER credit transfer OR module exemption can be applied. The applicant should consult the relevant module teacher for advice before applying.**
2. Where required, assessments may be conducted for consideration of granting module exemption.
3. Granting of credit transfer/module exemption is subject to a limit of the respective programme.
4. When submitting the application, the applicant should bring with himself/herself the **original evidence documents** accompanied with one **photocopy of each document** for verification. The responsibility of providing all necessary evidence rests with the applicant. For module exemption application based on relevant experience, applicants may need to complete an additional form designated for specific modules. For details, please contact the relevant module teacher / programme leader.
5. The deadline for submitting the application is to be advised by the Department/Centre/Office concerned or the end of week 2 since commencement of classes at the latest.
6. Application without providing necessary evidence or beyond the application deadline will not be considered.
7. An application / assessment fee would be charged at the prevailing rate. Any fees paid will not be refunded.
8. Before announcement of the application result, the applicant should attend relevant classes and assessments of the module(s) concerned.
9. The decision of the Department/Centre/Office concerned is final.

## Notes to Students

1. A **non-refundable** fee of HK\$100 per module.
2. Complete the application form and submit it to the Campus Secretariat (Room C315). Please bring along the original and one copy of your evidence documents for verification. You may be required to show your HKID Card/Student ID Card.
3. Pay the necessary fee according to the payment procedures stated on the Payment Advice by the due date. If no payment is received by the due date, the application will not be further processed. If you later on want to re-apply, you are required to submit a new application.
4. Applicants must attend classes before exemption is granted. Your attention is drawn to Section 7.3 – Credit Transfer and Module Exemption of the IVE(Tsing Yi) Student Handbook.
5. Please refer to Point 5 of the Application Guide at Page 2 for the application deadline.
6. Provision of false information may result in de-registration from the Programme.

香港專業教育學院（青衣）  
豁免單元繳費通知書

Hong Kong Institute of Vocational Education (Tsing Yi)  
Payment Advice for Credit Transfer / Module Exemption

學生姓名 Name:	收費 Fee : 每單元 per module : \$100												
學號 Student No.:	繳費限期 Payment Period : <u>On the date of application</u>												
課程編號 Programme Code:	賬單編號 Bill Account Number : <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>1</td><td>5</td></tr></table>											1	5
										1	5		
發出日期 Issue Date:	↑ 學生編號 Student No. ↓												

繳費方式 Payment Method	繳費程序 Payment Instructions	
1 於任何恒生銀行或匯豐銀行自動櫃員機 At any ATM of the Hang Seng Bank or HSBC	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇教育 – 其他 Select Education – Others iii. 選擇『職業訓練局』 Select “Vocational Training Council” iv. 選擇繳交『學生雜費』 Select payment of “Fees for Student Services” v. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter <b>Bill Account Number</b> (Please refer to the 11-digit Bill Account Number printed on the <b>Payment Advice</b> ) vi. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction.) vii. 請保存自動櫃員機繳費收據正本，以作紀錄 Please keep the original of the ATM payment receipt for your own record	
2 於貼有「繳費易」的「銀通」櫃員機 At any JETCO ATM with the JET Payment Logo	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇『商戶編號輸入』 Select “Merchant Code Entry” iii. 輸入商戶編號『9151』 Key in Merchant Code “9151” iv. 賬單類別：輸入『03』 Bill Type: Enter “03” v. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter <b>Bill Account Number</b> (Please refer to the 11-digit Bill Account Number printed on the <b>Payment Advice</b> ) vi. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction.) vii. 請保存自動櫃員機繳費收據正本，以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record	
3 使用繳費靈 Using PPS* （*請先開立戶口及致電 18013 登記此賬單） (*Please open a PPS account and register the bill by calling 18011 if you have not.)	電話 (By Telephone) i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼『9151』 Enter merchant code “9151” iii. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter the <b>Bill Account Number</b> (Please refer to the 11-digit Bill Account Number printed on the <b>Payment Advice</b> ) iv. 選擇賬單類別：『03』 – 『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services” v. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction) vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record	互聯網 (By Internet) i. 網址 www.ppskh.com Visit www.ppskh.com ii. 輸入商戶號碼『9151』 Enter merchant code “9151” iii. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter the <b>Bill Account Number</b> (Please refer to the 11-digit Bill Account Number printed on the <b>Payment Advice</b> ) iv. 選擇賬單類別：『03』 – 『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services” v. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction) vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record

## Points to Note in Application for Exemption of Whole Person Development (WPD) Module

(Applicable to HD students (from Entry Cohort of AY2015/16) of full-time and part-time modes)

申請豁免修讀全人發展單元注意事項

(適用於 2015/16 年起入學的全日制及兼讀制高級文憑課程同學)

1. Approval of WPD Module exemption is based on (i) academic criteria or (ii) prescribed full time work experience. (Details refer to exemption criteria table overleaf.)

「過往學術資格」或「全職工作經驗」可用作申請豁免修讀全人發展單元，詳情可參閱背頁資料。

2. Applicant needs to follow the application period. Late application will not be accepted. Applicant has to attend class as usual before application result announcement. For Applicants studying in part-time mode, they could accumulate required full-time work experience along their study and apply for exemption with sufficient work experience.

修讀全日制的申請人須於第一學年/學期開課後兩星期內主動申請，逾期申請將不獲考慮。申請豁免修讀未經批准前，申請人須如常上課。由於兼讀制申請人大多為在職人士，申請人可在修讀期間累積全職工作經驗申請豁免有關單元。

3. For the applicants studying in part-time mode: please note that if you are unsuccessful on the application, you have to study the corresponding module(s). The period of study will be announced by the department.  
兼讀制申請人: 若你的申請不成功，你需要修讀相關單元，所屬學系會通知你修讀的日期和時間。

4. Applicant needs to fill the **Full-time Work Experience details (Appendix A)** and attach the respective Academic transcript, proof of sufficient full-time work experience, e.g., employer's certification, salary statement, to support the application.

申請人遞交申請表時須填妥工作經驗資料(附件 A)及附上相關的學歷證明及就業證明文件。

5. Applicant needs to complete the specific assessment(s) (in **Appendix B**) according to the module(s) you apply for exemption.

申請人須完成其所申請豁免修讀單元的評核(附件 B)。

Appendix B consists of 3 assessment papers with the exemption arrangement as follows:

附件 B 有三份評核試卷，詳情列於下表：

Pass in 取得合格	Module qualified for exemption 可取得豁免修讀單元	For the applicant of
Assessment Paper 1 評核試卷一	SDD4001 or SDD4005/SDD4005M	Entry Cohort from AY2015/16
Assessment Paper 2 評核試卷二	SDD4002, SDD4003, SDD4002&SDD4003 or SDD4006/SDD4006M	
Assessment Paper 3 評核試卷三	SDD4004 or SDD4007	

6. The **assessment (Appendix B)** should be completed and submitted **within 2 weeks from the date issued**

**or before the deadline as required (whichever is earlier). Late submission will not be accepted.**

申請人須於收到評核後 2 星期內或指定限期前（以較早到期者為準）遞交評核。逾期遞交將不獲受理。

7. **Please note that cheating, including plagiarism, in the Assessment will be liable to disciplinary action and penalties.** Suspected cheating cases will be investigated by a Disciplinary Board. For established cheating cases, the offender will be subject but not limited to the penalties of “failing the module” or “failing all the modules for the semester” (For detail, please refer to the Student Handbook).

請注意就有關「評核」的欺騙行為（包括抄襲），會受到紀律處分。涉嫌欺騙行為的個案，將會交由紀律委員會調查，經查證並確認成立後，違規者會受到「學科不合格」或「全部學科不合格」等處分（詳情請參閱學生手冊）。

8. Please note that the module exemption and the assessment fees are as follows:

請注意豁免修讀單元申請及評核費用如下：

<b>Number of Modules Applied for Exemption</b> 豁免修讀單元 申請數目	<b>Application Fee for Module Exemption</b> (\$100 per Module) 豁免修讀單元 申請費用 (每單元\$100)	<b>Assessment Fee</b> (\$400 per Module) 評核費用 (每單元\$400)	<b>Total</b> 總數
<b>1</b>	<b>\$100</b>	<b>\$400</b>	<b>\$500</b>
<b>2</b>	<b>\$200</b>	<b>\$800</b>	<b>\$1000</b>
<b>3</b>	<b>\$300</b>	<b>\$1200</b>	<b>\$1500</b>

9. Please note that there is no reassessment and no reapplication of module exemption on a particular module. Students who failed in the application have to study the modules(s).

請注意每個單元的「評核」不設補考及再申請，未能豁免的同學須修讀相關單元。

10. For enquiry, please contact the Student Development Office (SDO) in campus.

如有任何查詢，請聯絡院校的學生發展處。

**Whole Person Development Module Exemption Criteria 豁免修讀全人發展單元準則**

Programme^ 課程	Modules 單元名稱	Academic Criteria 認可之過往學術資格	Or Work Experience 或 全職工作經驗	
HD 高級文憑  (For entry cohort from <u>AY2015/16 to AY2018/19</u> )	SDD4001 WPD: Self-Efficacy Enhancement 全人發展： 自我提升	A pass* in WPD3200S or in WPD4063 & WPD4041 or in WPD4063 & WPD4082 or prior learning relevant to the module content  曾經在 WPD3200S 或 WPD4063和WPD4041 或 WPD4063和WPD4082 或 取得及格成績* 或 其他相關之認可過往資歷	Or 或	Two years full-time work experience acquired after meeting the minimum entrance requirement <b>and Assessment</b>  達HD 最低入學要求後累積的二年全職工作經驗 及 評核
	SDD4002 WPD: Global Vision 全人發展： 國際視野	A pass* in WPD3202S or prior learning relevant to the module content  曾經在 WPD3202S 取得及格成績* 或 其他相關之認可過往資歷		Or 或
	SDD4003 WPD: SMART in Action 全人發展： 團隊策動	A pass* in WPD4052 or in WPD4201S or prior learning relevant to the module content  曾經在 WPD WPD4052 或 WPD4201S 取得及格成績* 或 其他相關之認可過往資歷	Or 或	
	SDD4004 WPD: Integrated Career Development 全人發展： 事業發展	A pass* in WPD3203S or in WPD3204S or in WPD4074 or prior learning relevant to the module content  曾經在 WPD3203S 或 WPD3204S 或 WPD4074 取得及格成績* 或 其他相關之認可過往資歷		Or 或

Programme <sup>^</sup> 課程	Modules 單元名稱	Academic Criteria 認可之過往學術資格	Or Work Experience 或 全職工作經驗
HD 高級文憑  (For entry cohort from <b>AY2019/20</b> )	SDD4005/SDD4005M MindShift: Achieving Personal Growth & Effectiveness 心智轉換：實踐個人成長與效能	A pass* in SDD4001 or in WPD3200S or in WPD4063 & WPD4041 or in WPD4063 & WPD4082 or prior learning relevant to the module content 曾經在 SDD4001或 WPD3200S 或 WPD4063和WPD4041 或 WPD4063和WPD4082 或取得及格成績* 或其他相關之認可過往資歷	Two years full-time work experience acquired after meeting the minimum entrance requirement <b>and Assessment</b>  Or 或 達HD 最低入學要求後累積的二年全職工作經驗 及 評核
	SDD4006/SDD4006M Collaboration, Teamwork & Social Engagement 合作、團隊與社會參與	A pass* in SDD4002 or WPD3202S <b>AND</b> in SDD4003 or WPD4201S or prior learning relevant to the module content 曾經在 SDD4002或WPD3202S 及 SDD4003或WPD4201S 取得及格成績* 或其他相關之認可過往資歷	Two years full-time work experience acquired after meeting the minimum entrance requirement <b>and Assessment</b>  Or 或 達HD 最低入學要求後累積的二年全職工作經驗 及 評核
	SDD4007 Enhancing Competencies in the 21st Century Workplace 21 世紀工作才能	A pass* in SDD4004 or in WPD3203S or in WPD3204S or in WPD4074 or prior learning relevant to the module content 曾經在 SDD4004或 WPD3203S 或 WPD3204S 或 WPD4074 取得及格成績* 或其他相關之認可過往資歷	Two years full-time work experience acquired after meeting the minimum entrance requirement <b>and Assessment</b>  Or 或 達HD 最低入學要求後累積的二年全職工作經驗 及 評核

<sup>^</sup> For some Engineering Programmes, students opt for the Diploma Award amid their course of studying NHD, student should consult the Department concerned for details.

個別修讀工程課程的同學，如在修讀期間，選擇獲取文憑資格，請向部門查詢有關詳情。

\* A pass – “P” (Pass) or “M” (Merit) is shown for the module concerned in the Academic Transcript. “T” (Exemption by academic background) or “Z” (Exemption by other justifiable grounds) is not eligible as the exemption criteria.  
及格成績 – 有關單元取得 “P” (及格) 或 “M” (優異) 之成績。有關單元曾獲批豁免修讀 “T” (學術背景) 或 “Z” (其他)，則不能用作是次豁免申請。