

Application for Credit Transfer / Module Exemption for AY2018/19

可於MyPortal下載學分轉移 / 單元豁免申請表 Credit Transfer / Module Exemption Application Form available from MyPortal	申請期限 Application Period	遞交申請時間 Time for Submitting Application Forms		遞交申請地點 Venue for Submitting Application Forms	電話 Tel. No.
https://myportal.vtc.edu.hk	10 – 21/9/2018	星期一至五 Mon to Fri	8:30 am - 12:30 pm	建造工程系 (220室) Department of Construction (Room 220)	2835 8359
			1:30 pm - 7:30 pm	工程系 (417室) Department of Engineering (Room 417)	2835 8342
			8:30 am - 12:30 pm 1:30 pm - 5:00 pm	設計學科基礎課程組 (417室) Design Discipline Foundation Programme Section (Room 417)	2835 4595
		星期六、日及公眾假期 - 休息 Saturday, Sunday and Public Holidays - Close			

填寫本表格前，請先參閱附頁的「申請須知」。Please read the 'Application Guide' on the appendix 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 英文 English _____ 中文 Chinese _____

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 / Exemption:

	單元編號 Module Code	單元名稱 Module Title	學分 Credit Value	申請 [^] Applying for [^]			
				學分轉移 Credit Transfer		單元豁免 Module Exemption	
				理據 Justification:		理據 Justification:	
				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"/>
(d)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
申請學分轉移 / 單元豁免總數目: Total No. of Credit Transfer/Module Exemption applied:				每單元 per module (HK\$100) 已繳申請費共 Total application fee paid :		HK\$ _____	

申請費收據 Application Fee Receipt (繳款方法請參閱附件一。沒有附上繳費收據正本的申請表將不獲處理)
Payment method as shown on Appendix 1. Application form without attaching the original of payment receipt will not be processed)

恒生銀行/匯豐銀行或「銀通」自動櫃員機 (已附上交易通知書)
 Hang Seng Bank/HSBC or JETCO ATM (Transaction advice attached) 「繳費靈」繳交申請費，請於方格內填上已繳費的參考編號
 PPS, please fill in payment Reference No. in the boxes provide

[^] 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

本人已閱讀附頁的「申請須知」並同意遵守該等規則。 I have read the 'Application Guide' on the Appendix 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 Office 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)
(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				
(d)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(e)	<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

4. To be endorsed by Programme Leader/Coordinator (for Vocational Modules) and/or Designated Person(s) appointed by relevant AD(s)
(for Generic 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"/>				
(d)	<input type="checkbox"/>				
(e)	<input type="checkbox"/>				

5. To be approved by HoD (for NHD and DFS) or Chairperson of Programme Board (for DVE and Cert/Dip/PC/PD at QF Levels 1-4):

The recommendation(s) made by the Programme Leader/Coordinator and/or relevant Designated Person(s) in Part II (4) is/are:

- All approved
- Approved **except** the following (please give the module code(s) and reason(s)):
- Not approved (please give reason(s)):

Staff Name & OU _____

Signature _____

Date _____

6. Record system updated Staff Name & OU _____ Signature _____ Date _____

7. 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/或提出其他合理理由（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，以及帶同正本以供核實。
5. **申請截止日期為2018年9月21日。**
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. 每一單元的申請費為港幣一百元，繳費方法請參閱附頁。請注意：無論申請成功與否或中途退學，此申請費將不獲退還。**兼讀制學生如欲申請學分轉移/單元豁免修讀全人發展單元，請向有關課程主任查詢有關全人發展單元之學分轉移/單元豁免的申請程序及費用。**
8. 申請結果公佈將會在2018年10月中寄出審批豁免修讀結果給予申請人，申請人應出席相關課堂及參予相關單元評核。
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 justifiable 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.
5. **The deadline for submitting the application form(s) for credit transfer/module exemption is 21 September, 2018.**
6. Application without providing necessary evidence or beyond the application deadline will not be considered.
7. An exemption fee of HK\$100 will be charged for each module. Payment method is shown on Appendix. Please note that the application fee paid is not refundable even if the application is not supported or the applicant is de-registered from programme. **For part-time students, if you want to apply for Credit Transfer / Module Exemption for whole person modules, please consult the programme leader for the application procedure and fee.**
8. Applicants will normally be notified of the result by mail in mid-October, 2018. 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.

學分轉移 / 單元豁免繳費方法
Payment Methods for Credit Transfer / Module Exemption

賬單編號 Bill Account Number										1	5
	9個位的「學生編號」9-digit of Student No.										

申請費： 每單元HK\$100。請注意：無論申請成功與否或中途退學，此申請費將不獲退還。
Application Fee: HK\$100 per module. Please note that the application fee paid is not refundable even if the application is not supported or the applicant is de-registered from programme.

繳費方式 Payment Method	繳費程序 Payment Procedures	
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 Enter Bill Account Number 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. 請將已填妥之申請表連同自動櫃員機繳費收據正本一併遞交往所屬學系 Please submit the original of the ATM payment receipt together with the completed application form to the relevant department	
2. 於貼有「繳費易」的「銀通」櫃員機 At the 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 Enter Bill Account Number 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. 請將已填妥之申請表連同自動櫃員機繳費收據正本一併遞交往所屬學系 Please submit the original of the ATM payment receipt together with the completed application form to the relevant department	
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)	互聯網 (By Internet)
	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 Enter the Bill Account Number 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. 請將已填妥之申請表連同付款編號交往 所屬學系 Please submit the completed application form with the payment reference number written to the relevant department	i. 網址 www.ppskhk.com Visit www.ppskhk.com ii. 輸入商戶號碼『9151』 Enter merchant code “9151” iii. 輸入賬單編號 Enter the Bill Account Number 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. 請將已填妥之申請表連同付款編號交 往所屬學系 Please submit the completed application form with the payment reference number written to the relevant department

Sub-Discipline (CN)

Construction PB

Department of Construction / Morrison Hill Campus

Application Form for Module Exemption of Practical Training Modules
based on academic qualifications or relevant experience
with documented evidence of attainment of the required learning outcomes

Student Name: _____ / _____ Student Number: _____

e-mail Address: _____ Mobile / Telephone No.: _____

Programme Code / Title: _____ / _____

Module Code(s) / Title(s) of Practical Training module(s) applied for exemption (*please tick*)

QF Level 2

- CON2190 Practical Training A
- CON2191 Practical Training B

Justification(s)

(Please tick and submit the copies of the evidence documents with application form)

1) Recognized training/qualifications for direct exemption of CON2190 and /or CON2191*

- Completion of **CICTA Training** with **23** hours or above of relevant module training areas or equivalent
- Completion of **VTC Pro-Act Centre / IVE Workshop* Training** with **23** hours or above of relevant module training areas or equivalent

For CON2191

- Certified true copy of valid 'Construction Industry Safety Training Certificate' (Green Card) or equivalent

2) Record of Working Experience (must be completed by the applicant)

Date (MM/YYYY)	Name of Organization & Nature of Business	Position held & Job nature

3) No. of years of relevant working experience in the field of **relevant module training areas.**

(Forms T1/T2* and Form T3 are completed and attached)

- Under 1 year
- 1 – 2 years
- 2– 3 years
- over 3 years

Date of Submission: _____ Signature: _____

Notes to Applicants:

1. When submitting the application form(s) for module exemption, student should bring with himself/herself the original evidence documents accompanied with one photocopy for each document for verification by the Department.
2. Applicant may be required to attend an interview and / or assessment to verify his/her working experience by the Programme Team if necessary. Assessment fees will be charged where necessary.
3. The due date for submitting the application form(s) for module exemption is **21 Sept 2018**. Late application will not be considered.
4. The Programme Leader / Coordinator will announce the results of the applications for module exemption for the modules by late May 2018.
5. The applicants for module exemption are advised to attend all classes of the modules concerned and to fulfill all module requirements (such as continuous assessment) until they receive written confirmation of the result of their applications for module exemption.
6. Applicants must submit their completed application form(s) together with a copy of payment receipt of **non-refundable payment[§] of \$100 per module** to the Department of Construction, **Rm 220, IVE(MH) during office hours**.

For Campus Secretariat Use

Student's ID Card and record checked

Signature of Staff: _____

Date: _____

A handling fee of HK\$ _____ has been received

Receipt No. _____

Signature of Staff: _____

Date: _____

MSRP2103M in SRS updated.

Signature of Staff: _____

Date: _____

Recommendation

Module Leader _____

Signature _____

Date _____

Supported by Programme Leader/Coordinator* (Signature / Name) _____ / _____ Yes / No *

Explanation _____

(if not supported) _____ Date _____

Approved by Head of Department (Signature / Name) _____ / _____ Yes / No *

Explanation _____

(if not approved) _____ Date _____

* Delete where applicable

[§] Please refer to Payment Methods Listed in the Exemption Form(From HQ(AS))

FORM T1

Notes:

1. This form should be completed by the **EG114103 / EG314103 / EG524103/ EG114111 / EG524111 / EG114112*** student applying for exemption of Practical Training module.
2. Student's company should verify that the correctness of the information provided by the student with an **official chop** at the bottom right corner of this form.

Student's Name:		Class:	
Student Number:		Phone No.:	

No	<u>CON2190/ Practical Training A</u>	Minimum duration of relevant employment or training required for exemption (hours based on FT mode)	Duration of full-time employment of direct work by the applicant in the module area (hours)	Period of full-time employment of the Student in the area (Month/Year) e.g. 9/2014~now
	<u>Module Intended Learning Outcomes</u> On completion of the module, students are expected to be able to:			
1	- recognize occupational safety and health in practical training by wearing suitable personal protective equipment and taking measures to protect personal health;	11		
2	- acquire hands-on experience of the skills and techniques relevant to woodworks ;	6		
3	- acquire hands-on experience of the skills and techniques relevant to plumbing .	6		

* Delete where applicable

 Signature of Student

Company Chop

FORM T2

Notes:

1. This form should be completed by the **EG114103 / EG314103 / EG 524103 / EG114111 / EG524111 / EG114112*** student applying for exemption of Practical Training module.
2. Student's company should verify that the correctness of the information provided by the student with an **official chop** at the bottom right corner of this form.

Student's Name:		Class:	
Student Number:		Phone No.:	

No	<u>CON2191/ Practical Training B</u>	Minimum duration of relevant employment or training required for exemption (hours based on FT mode)	Duration of full-time employment of direct work by the applicant in the module area (hours)	Period of full-time employment of the Student in the area (Month/Year) e.g. 9/2014~now
	<u>Module Intended Learning Outcomes</u> On completion of the module, students are expected to be able to:			
1	- recognize occupational safety and health in practical training by wearing suitable personal protective equipment and taking measures to protect personal health;	10		
2	- acquire hands-on experience of the skills and techniques relevant to painting ;	6		
3	- acquire hands-on experience of the skills and techniques relevant to brickwork .	6		
4	- Understand the potential hazards and safety measures on construction sites and eligible of awarding the ' Construction Industry Safety Training Certificate '	7	Applicant must provide a certified true copy of his / her own valid 'Construction Industry Safety Training Certificate' (Green Card).	

* Delete where applicable

 Signature of Student

Company Chop

FORM T3

Confirmation Form
for Employment in the Relevant Field

Name of Company	
Address of Company	
Name / Post of Undersigned Person	
Contact information of the Authorized Person (telephone, e-mail)	
Name / Post / Student ID Number of the Student for Module Exemption	

I, _____, of _____

(Name / Post of the Undersigned Person)

(Name of Company)

confirm that _____ has been / was* employed in our

(Name/Post of the Student for Module Exemption)

company for the period from _____ to _____.

I also confirm that the information in the enclosed **Form(s) T1 / T2*** is/are correct.

(Signature)

Date: _____

Company Chop

* Delete where applicable