適用於 **AY2017/18** 學年新生
Applicable to AY2017/18 New Student

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	1 - 15/9/2017	星期一至五 Mon to Fri	8:30 am - 12:30 pm 1:30 pm - 7:30 pm	建造工程系 (220室) Department of Construction (Room 220)	2835 8359
		星期六、日及公眾假期 Saturday, Sunday and Public Holidays	休息 Close	工程系 (417室) Department of Engineering (Room 417)	2835 8342

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 理據 Justification: 曾修讀相同單元 Identical Module Previously Completed	單元豁免 Module Exemption 理據 Justification: 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)				☐	☐	☐	☐
(b)				☐	☐	☐	☐
(c)				☐	☐	☐	☐
(d)				☐	☐	☐	☐
(e)				☐	☐	☐	☐

^ 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)	☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds				
(b)	☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds				
(c)	☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds				
(d)	☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds				
(e)	☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ 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)	☐				
(b)	☐				
(c)	☐				
(d)	☐				
(e)	☐				

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: _____

<p style="text-align:center">申請須知</p>

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2017年9月15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2017年10月下旬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。

<p style="text-align:center">**Application Guide**</p>

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 15 September, 2017.

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 by late October, 2017. 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.

繳交雜費
Payment for Student Services Fees

賬單編號：9個位的「學生編號」加上 2個位的「賬單類別」:『15』- 申請豁免
Bill Account Number: 9-digit of Student No. plus 2-digit of Bill Type : "15" – Exemption

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) 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	互聯網 (By Internet) i. 網址 www.ppshk.com Visit www.ppshk.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