Chow Yei Ching School of Graduate Studies
Research Degree and Professional Doctorate Programmes
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Application for Credit Transfer/Coursework Exemption for Research Students (SGS16C)

i. Credit transfer may be allowed for students who possess postgraduate or other qualifications of relevance to their research studies. Approval from Department Head/School Dean or delegated authority of the course offering department/school is required if the course is **NOT** offered by students' home department/school.

ii. At least half the coursework (4 credit units for MPhil and 7 for PhD) should be taken at CityU or other local institutions. In this connection, coursework exemption or credit transfer should be limited to a maximum of 3 credit units for MPhil and 7 for PhD. Recommendations on credit transfer or coursework exemption require the approval of the Department Head/School Dean.

iii. Credit transfer may be considered only for credits gained from courses at postgraduate level which are relevant to the students' research studies. Students who have been granted coursework exemption or credit transfer should fulfill the remaining coursework requirements by taking taught/seminar courses, and not independent study or reading courses.

iv. For qualifications obtained before admission to the University, applications should be made upon student enrolment at CityU.

v. Applications for credit transfer for outside work completed after admission to the University must be made immediately in the semester following attainment of the additional qualification.

vi. Students can be exempted from a requirement of a Programme. Credit units are NOT earned for an exemption from a course.

vii. A list of approved courses and the syllabuses are available for reference on the School's website (**http://www.cityu.edu.hk/sgs/rpg/student ▸ Coursework Requirements ▸ List of Approved Courses for Research Degree Students**).

viii. The application results can be accessed in AIMS (Student Record ⇨ My Applications (for Professional Doctorate and Research Degree Programmes) ⇨ Credit Transfer).

ix. Successful applications of credit transferred/exempted course(s) will NOT be included in the official transcript for research students (except for courses taken under the Cross-institutional Course Enrolment Scheme).

x. For students admitted on or after 1 September 2022, they are required to fulfil a minimum cumulative GPA of 3.0 in prescribed coursework for graduation. All courses a student has enrolled (including courses he/she enrolled by himself/herself without using SGS Forms) since he/she started his/her study will be taken into account when calculating his/her cumulative GPA.

Section A   Student's Particulars *(* please delete as appropriate)*

Name: _____   Student No.: _____   Department/School: _____

Commencement Date: _____   Programme: MPhil/PhD*   Mode of Study: FT/PT*

Contact Phone No.: _____   Email: _____

Are you a student under the Collaboration Scheme with Mainland Universities?

☐ No   ☐ Yes   (If yes, the University is: _____)

I would like to apply for credit transfer/coursework exemption as detailed below:

I.   Credit Transfer

	Courses Prescribed by the Qualifying Panel			Equivalent Course(s) Taken *(Please attach a copy of the course syllabus for courses which are not offered by CityU and a copy of the relevant transcripts/certificates.)*				
Course Code	Course Title	CU	Approval from Offering Dept./School [Note i]	Course Code	Course Title	Course Level/ Grade	Date Attended	CU Earned
	Total:						**Total:**	

Remarks: CU = Credit Units

II. Exemption from Coursework Requirement

If an exemption from the coursework requirement is recommended, please provide justifications below.

Courses Prescribed by the Qualifying Panel			Exemption requested by the student
Course Code	Course Title	CU	Justifications (*Please attach supporting documents, if applicable*)
	Total:		

_____   _____
Signature of Student   Date

Please pass this form to your Supervisor for recommendation.

Section B   Recommendation of Supervisor/Chair of Qualifying Panel *(*please delete as appropriate)*

I *support/do not support the student's above application.

Remarks: _____

_____

Signature: _____   Date: _____

                        Supervisor

Please forward this form to Department Head/SGSC Chair for approval.

Section C   Approval by the Department Head/SGSC Chair *(*please delete as appropriate)*

I *approve/do not approve the Supervisor's recommendation on *credit transfer/coursework exemption.

Comments: _____

_____

Signature: _____   Date: _____

              Department Head/SGSC Chair

Please forward the completed form to SGS for record.

Section D   For SGS Use

1) What is the relationship between the equivalent course(s) taken by the student and the CityU course(s)?

  ☐ one to one
  ☐ one to many   ☐ update Banner
  ☐ many to one   SHATRNS
  ☐ many to many

2) Has the prescribed CityU course(s) been recorded in DegreeWorks ⇨ Plan ⇨ Note already?

  ☐ yes (☐ remove the credit transferred/exempted cases)
  ☐ no

3) Is the prescribed CityU course(s) being registered in the current semester?

  ☐ yes (☐ remove the course registration in SFAREGS)
  ☐ no

4) Has the total number of credit transfer exceeded 50% of coursework requirement (excluding SGCRTR2/SGCRTR3)?

  ☐ yes (coursework plan + SGCRTR2/SGCRTR3 =>50% ☐ yes ☐ no)
  ☐ no

(Students will receive auto-email the next day after updating SHATRNS)

Checked by: _____   Date: _____