

Application for Programme Transfer

Notes to Applicants

1. You should complete this form if you wish to transfer to another programme of a same level as your current study programme. According to the Academic Regulations, a student's change of programme will become effective only after at least one semester of study in a prior programme.
2. Please **TYPE** to complete this application form and submit it to the College Office at the following addresses by the specified closing date:
 - 🕒 Tai Wai Campus: 1/F, 18 Che Kung Miu Road, Tai Wai (adjacent to Phase 3 of Pavilia Farm)
3. Closing dates for application:
 - 🕒 For Programme Transfer to be effective in **Semester A**, you should submit your application form to the College Office by the last day of Week 13 of the preceding Semester B.
 - 🕒 For Programme Transfer to be effective in **Semester B**, you should submit your application form to the College Office by the last day of Week 13 of the preceding Semester A.
4. The application fee for Programme Transfer is HK\$100 (Non-refundable). Payment can be made by Octopus Card at the College Office. You may also pay the application fee by ATM of Hang Seng Bank / HSBC or by direct deposit at any branch of Hang Seng Bank (A/C no.: 359-300001-004). Please attach the original receipt as proof of payment.
5. You will be notified of the application result via email before commencement of the semester.
6. For non-local students, any transfer of programme approved by the College would be sent to the Immigration Department for final endorsement before the programme transfer comes into effect.
7. Once your application for programme transfer has been approved, the credits and grade point average (GPA) of the courses you completed before the date of this application will be handled as follows:
 - (a) the results of the core and generic courses of the current programme that do not exist in the curriculum of the receiving programme (i.e. the "new" programme) will be dropped from the calculation of the CGPA of the receiving programme.
 - (b) For core and generic courses which also exist in the curriculum of the receiving programme, General Education courses, and courses taken to fulfil English and Chinese language requirements, if the grade is grade B or above, the results will be included in the calculation of CGPA of the receiving programme. You are not allowed to repeat these courses.
 - (c) For core and generic courses which also exist in the curriculum of the receiving programme, General Education courses, and courses taken to fulfil English and Chinese language requirements, if the grade is grade B- or below, you have the following options:
 - i. Including the grades of those courses for the purpose of CGPA calculations; or
 - ii. Excluding the grades of those courses for the purpose of CGPA calculations. In that case, you are required to retake those courses, and the new grades obtained will be used for CGPA calculations, disregarding the previous grades attained.
8. Credits and GPA of courses you earn after the date of this application are by default excluded from the calculation of the CGPA of your receiving programme. If you wish to include them, you need to apply for credit transfer before the commencement of the first semester of the receiving programme. A separate application fee will be charged.

Student Information

Information provided by applicant in this form will be treated as strictly confidential and will be used by UOW College Hong Kong for checking of records only.

Student Name: _____ Student ID No.: _____

Contact Phone No.: _____ E-mail: _____@uowmail.edu.au

Effective Semester (e.g. Semester A, 2023/24): _____

<u>Programme of Study</u>	<u>Mode of Study</u>	<u>Faculty</u>
Transfer from : _____	_____	_____
Transfer to : _____	_____	_____

Course Grades Transfer

Once your application for programme transfer has been approved, you have the option of including or excluding the core, generic, elective, General Education and language courses that you have previously taken in this College for the purpose of CGPA calculations (note 7c above). For courses with grades B or above, the grades will be included in the calculation of your CGPA in the receiving programme, and you are not allowed to repeat the course.

A) Previous courses with grade B or above (note 7b) and those you choose to be INCLUDED (note 7c-i)

Course		Grade Obtained
Course code	Course title	

B) Previous courses with grade B- or below to be EXCLUDED (note 7c-ii):

Course		Grade Obtained
Course code	Course title	

Declaration

I acknowledge that my credits and GPA earned before the date of this application will be handled according to notes 7 and 8 described above.

I declare that (check one of the following)

- I have not been awarded any scholarship for my current study programme.
- I am currently receiving a scholarship, and have obtained approval from the relevant authority to transfer my scholarship to the new study programme. The copies of supporting documents are attached.
Name of scholarship: _____

Signature of Student

Date

(FOR OFFICE USE ONLY)

Application Fee: **Octopus Payment** **Receipt Attached**

Faculty's Decision: **Application Approved** **Application Rejected**

Remarks: _____

Signed by Programme Leader

Endorsed by Dean/Associate Dean of Faculty

Date