

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
教育學院
Faculty of Education
豁免科目及學分申請表
Application form for Course and Unit Exemptions

注意事項

Notes:

- 請留意研究院學則有關科目規定及豁免之規定。
Please read carefully the "Policy on Course & Unit Exemptions for Postgraduates Students" regarding course and unit exemption.
- 填表前請參考背頁之申請注意事項。
Please read the Notes for Application overleaf before completing this form.

A. Personal Particulars (Please '✓' as appropriate) 個人資料 (請在適當之空格內填上'✓') :

姓名 (英文) Name : (English) _____	(中文) (Chinese) _____	學號 Student I.D. No. : _____
聯絡電話 Contact Tel. No. : _____	學制 全日 兼讀 Time Basis : <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	修讀年份 Year of Study : _____
課程 Programmes : <input type="checkbox"/> Postgraduate Diploma in Education Programme	學位教師教育文憑(中學)課程 <input type="checkbox"/> Postgraduate Diploma in Education (Primary) Programme	學位教師教育文憑(幼兒教育)課程 <input type="checkbox"/> Postgraduate Diploma in Education (Early Childhood Education) Programme
主修 Major : _____	副修 Minor(s) : _____	

B. Course and Unit Exemptions 豁免科目及學分 :

申請豁免之中大科目及學分 Course(s) at CUHK to be exempted				曾在本校或其他大專院校修讀大專學歷或相同資歷之科目 Postgraduate Degree or Equivalent Course(s) taken at CUHK/Other Tertiary Institution(s)							
項目 No.	科目編號 Course Code	科目名稱 Course Title	學分 Unit(s)	科目編號 Course Code	科目名稱 Course Title	學歷類別 Level of Course #	獲取學分 Unit(s) Gained	獲取等級 Grade Achieved	修讀日期 Date Attended	院校名稱 Name of Institution	附件 Attachment *
1											
2											
3											
4											
5											

請列出曾修讀課程之學歷類別，例如：文憑、碩士學位或博士學位
 # Please specify whether the course concerned is at diploma, master's or doctoral level.
 證書/文憑 成績表 科目說明 功課
 * C = Certificates/Diplomas; T = Transcripts; S = Course descriptions; A = Course Assignment

簽署 _____ 日期 _____
 Signature : _____ Date : _____

FOR OFFICE USE ONLY

Exemption Recommended for Course(s) in this application	No.	To be completed by Subject Teacher(s)				To be endorsed by Director of Studies	
	1	<input type="checkbox"/> Approved <input type="checkbox"/> NOT approved with comments :	Name :		Signature :		Endorsed by: _____ Director of Studies Date:
	2	<input type="checkbox"/> Approved <input type="checkbox"/> NOT approved with comments :	Name :		Signature :		
	3	<input type="checkbox"/> Approved <input type="checkbox"/> NOT approved with comments :	Name :		Signature :		
	4	<input type="checkbox"/> Approved <input type="checkbox"/> NOT approved with comments :	Name :		Signature :		
	5	<input type="checkbox"/> Approved <input type="checkbox"/> NOT approved with comments :	Name :		Signature :		
Total no. of units exempted for Course(s) at in this application :		Units					

申請「豁免科目及學分」注意事項

1. 本院待收到填妥之申請表格、有關文件及費用後，方可處理台端之申請。
2. 學員可用同一表格申請豁免修讀多於一個科目。如有需要，請另加紙填寫。
3. 繳費辦法：
 - i. 以銀行自動櫃員機交費
 - 匯豐銀行或恒生銀行提款卡持有者，可使用自動櫃員機繳交費用。
 - 請將費用轉帳至香港中文大學下列之戶口號碼：
恒生銀行 293-005005-001
 - 自動櫃員機可於轉帳後即時發出收據以作紀錄，並請將收據連同表格一併交回本院。香港中文大學或銀行將不會另發收據。
 - ii. 以支票交費
 - 可將個人支票或銀行本票連同申請表一併寄回本院
 - 支票抬頭為「香港中文大學」並加以劃線，期票恕不接受。
 - 請於支票背面註明學生姓名及學生編號，並請將支票連同表格一併交回本院。
4. 收費：

每份申請豁免科目及學分之收費為港幣一百六十元（每份申請為港幣一百六十元，例如：同一時間申請兩個豁免科目及學分，費用為港幣一百六十元，其後每份為港幣一百六十元）。
5. 申請程序：
 - i. 向有關院校申請成績表，並由該校將成績表直接寄往教育學院。
 - ii. 向有關院校申請或自行於其網頁下載你在有關院校修讀之科目內容。
 - iii. 填妥申請表，連同下列文件直接交回教育學院：
 - 所需文件 ① 證書/文憑 - 副本附同申請表一併繳交。另備正本以供查閱。
 - ② 成績表 - 學生須自行洽請有關院校將成績表寄本院。
 - ③ 科目說明 - 曾在本校或其他大專院校修讀之科目內容副本。
 - 申請費用繳費收據或劃線支票
6. 注意事項
 - i. 請於遞交此表格前查閱研究院網頁(<http://www.cuhk.edu.hk/gss/index2.html>)，有關「研究院學則」之科目及豁免規定。
 - ii. 如上列各項證明文件尚未齊備，恕不處理申請。
7. 收集個人資料聲明：
 - i. 此表格所收集的資料將用以處理有關的申請，所提供的資料於無需保留時將全部銷毀。
 - ii. 如在遞交此表格後要查閱或改正個人資料，請聯絡教育學院：電話：3943-6721/ 3943-6964、傳真：2603-6129、電郵：pgde@cuhk.edu.hk。
 - iii. 本表格所收集的資料或會轉交香港中文大學其他行政或教學部門作考慮或批核用。

Notes on Application for Course Exemption

1. Applications will be processed upon receipt of the completed application form, supporting documents and payment of application fee.
2. Applicants may apply for exemption for more than one course using ONE form (Supplementary sheets may be submitted, if appropriate).
3. Payment Method:
 - i. Payment by ATM Service
 - ATM cardholder of HSBC Bank or Hang Seng Bank may pay at the respective bank's ATMs.
 - Please transfer the payment to the following bank account of "The Chinese University of HK":
Hang Seng Bank 293-005005-001
 - Payment successfully made will be confirmed by the issuance of a receipt marked acceptance by the ATM for record. Please return the receipt together with the application form and all documents to the Faculty Office of Education. No receipts will be issued by the CUHK or by the bank.
 - ii. Payment by Cheque
 - Applicants may send a personal cheque or bank draft, made payable to "The Chinese University of Hong Kong" and crossed to the Faculty of Education.
 - Student's name and Student ID number are to be written on the back of the cheque. Please mail the cheque together with the application form and all documents to the Faculty Office of Education. No receipts will be issued by the CUHK.
4. Fees per application of the course and unit exemption is HK\$160. (Each application is HK\$160, e.g. if you apply for 2 applications of "Course and Unit Exemptions", the payment should be HK\$320.)
5. Application Procedure:
 - i. Apply for official transcript(s) from the post-secondary institution(s) concerned, which should send the transcript directly to the Faculty Office of Education.
 - ii. Submit course descriptions (You may apply from the Institution concerned or download the information from its website.)
 - iii. Complete the application form and return it to the Faculty Office of Education, together with:
 - Required Documents ① Certificates/Diplomas – copies to accompany application. Originals are required for inspection.
 - ② Transcripts – students should ask institution(s) concerned to forward transcript(s) directly to the Faculty Office of Education.
 - ③ Course descriptions – copies of course content/course outline of courses taken at CUHK/other institution(s).
 - Payment receipt or crossed cheque
6. Important Notes:
 - i. Please visit the Graduate School website (<http://www.cuhk.edu.hk/gss/index2.html>) for the "Policy on Course & Unit Exemptions for Postgraduates Students" regarding course and unit exemption before application.
 - ii. Application will not be processed if the required documents are not submitted/received.
7. Personal Information Collection Statement:
 - i. The personal data provided on this form will be used by the Faculty of Education for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
 - ii. For correction of or access to the personal data after submission of this form, please contact the Faculty of Education: Tel. No.: 3943-6721/ 3943-6964, Fax No.: 2603-6129, e-mail address: pgde@cuhk.edu.hk.
 - iii. Information provided on this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.