

**The Hong Kong Polytechnic University
The Department of Applied Social Sciences**

Departmental Policy for Credit Transfer

Students may apply for credit transfer for recognized previous study for meeting the credit requirement of award. The approval of credit transfer is a matter of academic judgment. In assessing the applications, the Programme Leaders, the Subject Teachers and the Subject Panel Chairpersons concerned should scrutinize the subject syllabi / course outlines carefully to ascertain the content, depth and coverage of the two subjects.

1. Grading Requirements for Credit Transfer

For Psychology Subjects

	BAAPY Programme (54052-APY)	Other Programmes
On or before 2008 Cohort <i>(From S1 of 2007/08 to S3 of 2008/09)</i>	<ul style="list-style-type: none"> ▪ Credit transfer for Psychology subjects at <u>all levels</u> should be done for subjects awarded at grade “B” or above; ▪ Under special circumstances, students will be required to sit for credit transfer examinations at the discretion of the subject teacher(s) concerned. 	<ul style="list-style-type: none"> ▪ Credit transfer for Psychology subjects at <u>level 1 and 2</u> should be done for subjects awarded at grade “C+” or above; ▪ Credit transfer for Psychology subjects at <u>level 3</u> should be done for subjects awarded at grade “B” or above. ▪ Under special circumstances, students will be required to sit for credit transfer examinations at the discretion of the subject teacher(s) concerned.
From 2009 and onward Cohorts	No Change	<ul style="list-style-type: none"> ▪ Credit transfer for Psychology subjects at <u>all levels</u> should be done for subjects awarded at grade “C+” or above; ▪ Under special circumstances, students will be required to sit for credit transfer examinations at the discretion of the subject teacher(s) concerned.

For Other Subjects taken by APSS students

For other subjects at all levels, credit transfer should be done for subjects awarded at grade “C+” or above.

For Other subjects involving non-APSS students

No grading requirement is applied, except the university or subject-specific requirements.

2. Credit Transfer with/without Grade Carried

Credit transfer may be done with the grade carried or without the grade carried; the former should normally be used when the credits were gained from PolyU. For credits earned from subjects taken at other local or non-local institutes, credit transfer should be done without the grade carried. *With effect from Semester One of 2007/08, credit transfer for subjects taken at Hong Kong Community College should be done without the grade carried.*

3. Validity

The validity period of subject credit earned is eight years from the year of attainment, i.e. the year in which the subject is completed. Credits earned from previous study should remain valid at the time when the student applies for transfer of credits.

4. Residential Requirement

For students pursuing under the 3-year curriculum, regardless of their study mode or route of entry:

- a. Students shall not be approved for credit transfer for more than 67% of the normal credit requirement of the award if the credits are gained from PolyU, or for more than 50% if the credits are gained from outside PolyU;
- b. In the cases where both types of credits are transferred (i.e. from programmes offered by PolyU and from approved institutions outside the University), not more than 50% of the normal credit requirement for the academic award may be transferred.
- c. **The 50% and 67% ceiling is also applicable to Minor programme, i.e. credit transfer can be given for not more than 9 credits of a Minor programme if the previous credits were earned from approved institutions outside of the university; and not more than 12 credits of a Minor programme if the previous credits were earned from programmes offered by PolyU.**
- d. For Associate Degree entrants who admitted to the BASPA-PT programme **in between 2009/10 to 2013/14 cohort**, the number of credit transfer granted will be subject to the following conditions:
 - i. if a student completes THREE SPA elective subjects in his original institution, he will be granted credit transfer for TWO elective subjects at the maximum;
 - ii. if a student completes TWO SPA elective subjects in his original institution, he will be granted credit transfer for ONE elective subject at the maximum;
 - iii. if a student completes ONE SPA elective subject in his original institution, NO credit transfer will be allowed.

Unless with exceptional approval, for students pursuing under the 4-year curriculum, regardless of study mode or route of entry:

- e. **Students shall not be approved for credit transfer for more than 50 per cent of the normal credit requirement of the award.**

5. Approving Authority

- a. For Subjects taken by students at PolyU, the Programme Leader will be authorized to approve credit transfer based on past records.
- b. For new subjects or subjects taken by students outside PolyU, three academic staff will get involved in the process, namely the Subject Teacher assessing the application for the relevant subject, the Subject Panel Chairperson endorsing it, and the Programme Leader reviewing the whole application.
- c. If the Subject Teacher, Subject Panel Chairperson and Programme Leader happen to be the same person, the application after assessed by the three-post-occupant should be passed to the Scheme Leader or DLTC Chairperson for review.
- d. If the subject grade of the subjects applying for credit transfer does not meet the grading requirement as listed in point 1) above, the application will be disapproved by the Programme Leader without referring to the Subject Teacher.

6. Application Procedures

Completed form (Form AS41c) should be submitted to the General Office of the Department of Applied Social Sciences (HJ402) with supporting documents (e.g. copy of the subject syllabi) in support of the qualification on the basis of which credit transfer is claimed.

7. Deadline for Application

By the end of add/drop period of each semester.

8. Application Results

Normally, students will receive notification on the result of application from the Department within 14 working days from the date of submission.

9. Credit Transfer Fee

If the applications are approved, students will be issued a debit note for the settlement of the credit transfer fee of HKD145/credit. If students fail to settle the payment by the stipulated deadline, the approval of the application will be voided.

10. Enquiries

For enquiries, please call 2766 5773 or e-mail to ssdept@inet.polyu.edu.hk.

The Department of Applied Social Sciences reserves the right to revise the Departmental Policy for Credit Transfer without prior notice.

(Last updated in Mar 2014)