香港浸會大學持續教育學院
SCHOOL OF CONTINUING EDUCATION
HONG KONG BAPTIST UNIVERSITY

SCE-ER-004 (04/2025)

豁免修讀申請表 Application for Exemption

請參閱背頁之申請須知。 Please turn overleaf for notes for application.

個人資料 PERSONAL PARTICULARS

英文姓名
Name in English: _____

中文姓名
Name in Chinese: _____

學生編號
Student No.: _____

日間聯絡電話
Daytime Contact No.: _____

電郵地址
Email Address: _____

修讀課程資料 PROGRAMME INFORMATION

課程名稱
Programme Title: _____

申請詳情 Application details:

本院科目編號 SCE Course Code	科目名稱 Course Title	學歷文件及 簽發機構 Credential and Institution	學歷頒授日期 Date of Award	For Office Use Only		
				Approved	Disapproved (reasons)	Academic Advisor's Signature & Date

費用（請參閱申請須知第 4 項） Fees (See Note 4 overleaf)	HK$ 200 x _____ (科目數量 no. of courses) = HK$ _____

本人明白於所有證書及文憑課程，可獲豁免修讀及學分轉移的時數均有上限 (請參閱申請須知第 3 項)。若申請豁免修讀或學分轉移的時數（包括修讀中的科目）超出上限，學院有權予以拒絕。

I understand that there is a limit on the maximum number of programme hours that can be exempted and credit-transferred in all Certificate & Diploma Programmes (see Note 3 overleaf). In the case that the number of exempted / transferred credit course(s) (including the course(s) being studied) has exceeded the maximum limit, the School has the full discretion not to approve the application.

本人聲明所有申報的資料皆真確無誤。本人明白若在申請中提供任何虛假資料，學院將保留取消此申請之權利。

I hereby declare that the above information is true. I understand that the School reserves the right to disqualify my application if the information given in this application form is found untrue.

簽署
Signature: _____

日期
Date: _____

本院專用 FOR OFFICE USE ONLY

Application received by: _____ (/ /)   Identity verified by: _____ (/ /)

Application fee received by: _____ (/ /)   Receipt No.: _____

Receipt acknowledged by: _____ (/ /)

No. of TC & EX hrs already granted: _____ (TC: _____ EX: _____)   Limit of total TC & EX hrs: _____ (❑ Limit of EX hrs: _____)

No. of EX hrs applied on this form: _____   ❑ Within limit

❑ No. of hrs overflow: _____   approved by Head (Division: _____): _____

Remarks: _____

System updated by: _____ (/ /)

Notification prepared by: _____ (/ /)   Checked by: _____ (/ /)   Sent out by: _____ (/ /)

申請須知 Notes for Application

1. 此表格只供學員填報於入學時已申報豁免修讀，但當時尚未取得有關成績的科目。

    This form is only applicable for students who had reported course(s) to be exempted at the time of admission but the result was yet to be released.

2. 學員須提交有關學歷證明文件（如：成績單或證書、課程綱要等）供本院審批。

    Students should submit supporting document(s) (e.g. transcripts or certificates, course syllabus / outlines, etc.) for the School's examination.

3. 於級別一至級別二的課程中，可獲豁免修讀或學分轉移的總時數上限為課程時數的一半；而於級別三或以上的課程中，可獲豁免修讀之時數上限為課程時數的四分之一，總豁免修讀或學分轉移時數上限仍為課程時數的一半。若申請豁免修讀或學分轉移的時數（包括修讀中的科目）超出上限，申請人須呈交解釋，接納與否，概由本院審定。

    For all Programmes of Levels 1 to 2, the maximum exemption and credit transfer is limited to half of the total number of programme hours.   For all Programmes of Level 3 or above, the maximum exemption is limited to one quarter of the total number of programme hours, while the sum of exemption and credit transfer is still limited to half of the total number of programme hours.   In the case that the number of hours of exempted and/or transferred credit course(s) (including the course(s) being studied) has exceeded the maximum limit, students should submit explanations.   Approval is subject to the School's discretion.

4. 申請費用：每科港幣 200 元正*（如以支票繳付，抬頭請寫上「香港浸會大學」，並於支票背頁寫上姓名、學生編號及聯絡電話）。

    The application fee is HK$200* per course (for cheque payment, please make it payable to "Hong Kong Baptist University". Please write your name, student no. and contact number on the back of the cheque).

5. 申請方法
    - 郵寄

        填妥 (i)申請表，連同 (ii)學生證副本、(iii)有關學歷證明文件之副本及 (iv)申請費用（劃線支票），郵寄至「九龍塘聯合道三百二十號建新中心二樓香港浸會大學持續教育學院」，信封面請註明「申請豁免修讀」及所修讀之課程名稱；本院將以電郵確認收妥此申請。倘申請獲批，學員須出示有關學歷證明文件之正本，以作核實。

    - 親身遞交

        填妥 (i)申請表，連同 (ii)有關學歷證明文件之副本及 (iii)申請費用（以劃線支票/現金/易辦事/八達通繳付），親臨本院九龍塘校園中心持續教育大樓辦事處、市區教學中心、東九龍教學中心或灣仔教學中心遞交。學員請出示有關學歷證明文件之正本，以作核實。

    Application Methods
    - By mail

        Submit (i) the completed application form with (ii) a photocopy of Student ID Card, (iii) photocopy of relevant supporting document(s) and (iv) the application fee (crossed cheque) to "School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong". Please mark "Application for Exemption" and the programme title on the envelope.   The School will acknowledge receipt of the application by email.   Original document(s) should be presented for verification upon approval of the application of exemption.
    - In-person

        Submit (i) the completed application form with (ii) photocopy of relevant supporting document(s) and (iii) the application fee (paid by crossed cheque / cash / EPS / Octopus card) to the Kowloon Tong Campus Centre SCE Tower Office, Town Learning Centre, Kowloon East Learning Centre or Wan Chai Learning Centre.   Please present the original document(s) for verification.

6. 香港浸會大學會根據「私隱政策聲明及收集個人資料聲明」收集個人資料。有關詳情，請參閱 https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/（請選擇中文語言）。

    Collection of personal data adheres to the Privacy Policy Statement and Personal Information Collection Statement (PPS & PICS) of the Hong Kong Baptist University.   Please refer to https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/ for access to the PPS & PICS.

*所有費用如有更改，恕不另行通知。 All fees are subject to change without prior notice.