

Application for Course Exemption

(Please read the guidelines overleaf before completing this form.)

Application Period: 23 – 27 May 2022 (9:00 am – 7:00 pm)

Section I: Student Particulars

Student Name: (English) _____
(in BLOCK LETTER)

Student No:

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(Chinese) _____

Study Mode: Full-time mode/ Part-time mode

Phone/Mobile No.: _____

Programme Name: _____

Programme Code: _____ Year of Study: _____ Section: _____

Academic Year: _____

Section II: Course Applied for Exemption (each application form is for applying **ONE course only**)

CIHE / CBCC Course from which exemption is sought		Equivalent qualification obtained			
Course Code	Course Title	Course(s) Taken / Qualification Obtained	Name of Institution / Awarding Body	Grade Obtained	Date Obtained / Awarded

(Please attach supporting documents. See Note 2 overleaf.)

 Signature of Student

 Date

Office Use Only

	By	On		By	On
Form received			Computer record updated		
Fee received HK\$100/subject x ____					
Original document checked			Registry File (Part II / 9)		

Guidelines on Application for Course Exemption

1. Students may apply for exemption from taking any courses offered by the Institute / College if they have obtained qualifications which are recognised by the Institute / College as equivalent to those offered by the Institute / College.
2. **Applications for exemption would be charged at HK\$100 per course** and must be made using this form and submitted to the Registrar for approval by the beginning of the academic year in which the course concerned is offered and before the date as laid down in the Academic Calendar. **All applications must be accompanied by original supporting documents and photocopies. The Registry reserves the right to withhold late submission.** Failure to submit the necessary supporting documents will render the Registry not able to process your application and result in delay.
3. Applications are subject to the support of the Deans of School / Department Heads concerned.
4. The completed application form should be submitted the **Registry Counter** (2/F Student Services Centre at CIHE Building) or **by email** (registry@cihe.edu.hk).
5. **A student should enrol in and attend classes for courses from which he / she intends to apply for exemption. He / she should cease to attend classes for the course(s) only when he / she receives formal notification from the Registry that his / her exemption application has been approved.**
6. No grade will be given but credits will be granted if the course exemption is approved. Such credits will not be included in the calculation of Grade Point Average.
7. Under normal circumstances, the exempted credits should not constitute more than half of the total credits required for graduation for the programme.
8. Personal data provided in this form will be treated in strict confidence, and will be used by the Institute / College for checking of records only.