

轉修課程/主修學科/副修學科/修讀模式的申請須知

1. 學生只要尚未完成現正就讀的課程，均可申請轉修課程^{註一}或修讀模式，惟需注意已於原屬課程修讀的年期，若已超過受理課程的最長修業期限（見學務規則第八章），其申請將不獲考慮。若受理課程只接受符合資格的申請人由一年級開始就讀，有關申請將與新生入學申請者一併考慮。
2. 註冊後的第一學期內，新生如欲轉修其他課程，而欲轉修之課程的修讀模式和學歷等級與現時修讀之課程相同，特別是教資會資助的學士課程，其申請一般將不獲考慮。
3. 學生於原屬課程內所完成並取得及格之科目（D 級或以上，如有需要，受理課程可具體列明），若與受理課程的科目相同（即科目編號及名稱相同），成績將會自動被轉移到受理課程（學校體驗除外*），有關之學分及成績亦將被計算在畢業要求和平均積點內。學生已於原屬課程獲批之學分轉移，若與受理課程的科目相同，亦將會自動被轉移到受理課程之內。學生有一次機會可決定不接受有關的學分轉移的安排，以達致某些畢業要求（例如授課語言的要求）。此外，若學生已決定不接受有關學分轉移，日後將不可推翻其決定或再申請有關科目的學分轉移。
*在一般情下，學分轉移並不適用於學校體驗（FEX 科目）。請向你的學校體驗課程統籌主任查詢詳情。
4. 學生在獲批准轉修課程或修讀模式後，仍可提出申請其他學分轉移。申請轉移的學分必須於本大學或其他認可的大專院校獲得。成功獲批學分轉移的科目，將列於學生的成績報告表上；獲轉移的學分會計算於課程所需學分之內，但所取得的成績並不會計算在平均積點內。如欲申請學分轉移，學生應盡早提出申請（於每個學期開學的首兩個星期或於夏季學期開始前兩星期）。於原屬課程內獲批之學分轉移，如科目編號及名稱與受理課程的不相同，須先獲課程總主任 / 課程統籌主任批准方能被轉移到受理課程之內。學分轉移相關政策、規則、申請辦法等請參閱此網址：
<https://www.eduhk.hk/re/modules/content/item.php?categoryid=0&itemid=139>。
5. 任何因轉修課程而獲批的學分轉移數目，不可超過課程要求總學分的百分之五十。^{註三}
6. 學生必須按照申請程序^{註二}和注意有關申請轉修課程（如適用）的截止日期。
7. 非本地生如成功獲批轉修課程或修讀模式，其申請結果將會由環球事務處在有關轉修生效之前，通知香港入境事務處以確認簽證事宜。此外，根據香港入境事務處，來自內地、澳門及台灣的學生，可在未修畢原有課程前申請轉讀其他課程，但他們的留港總年期（包括修讀原有課程及修畢該新課程）不得累積超過**五年**。有關詳情請向香港入境事務處查詢或瀏覽入境事務處簽證常見問題網頁（<http://www.immd.gov.hk/eng/faq/imm-policy-study.html>）。
8. 每次申請費用為港幣五十元（所有已繳款項將不獲退還）。
9. 教務處會於轉修課程之生效學期/學年開始前，以書面通知學生有關申請結果。在未正式收到申請結果以前，學生應繼續於原屬課程上課。即使獲批轉修課程，學生仍須成功完成現正就讀課程之餘下學期/學年。
10. 學生如成功獲批轉修課程，有關學院會提供意見，幫助學生完成科目註冊程序。
11. 成功轉修課程/修讀模式的學生，需申請更換學生證。
12. 申請一旦成功，學生原屬課程的學位將被取消，有關申請轉修課程的申請不得撤回，學生不能重返之前所屬的課程。
13. 學生在原屬課程所得的獎學金（例如香港特區政府獎學金，香港教育大學入學獎學金等），他/她必需經學生事務處取得相關部門的批准以轉移獎學金到受理課程。
14. 以上指引（除段落 11 外）適用於轉修主修/副修之申請。非本地生於申請轉修課程或修讀模式時，以上所有指引均適用。

註一 申請「轉修課程」僅限於由現修讀課程轉修另一相同學費類別課程（即由現修讀教資會資助課程轉修另一教資會資助課程或由現修讀自費課程轉修另一自費課程）。同時，轉修的另一課程一般須與現修讀課程為同一學術水平。學生如欲由現修讀課程轉修另一課程，而該課程的學費類別或/及學術水平與現時課程不同，必須向教務處入學及註冊組重新遞交入學申請，詳情請參閱此網址（<http://www.eduhk.hk/acadprog/>）（學生由現修讀教資會資助課程轉修另一相同學術水平自費課程或由現修讀哲學碩士課程轉修哲學博士課程（反之亦然）除外）。

註二 如有需要，學生可被要求出席相關入學面試及筆試。

註三 若轉入高年級課程之首/三年級之學生，一般將不會獲批學分轉移。如有查詢，請聯絡課程事務處。

以上申請須知內容以英文版本為準。

Important Notes for Application for Change of Programme/Major / Minor / Mode of Study

1. A student who has not completed his/her programme of study may apply to transfer to another programme^{Note 1} or mode of study provided that the total period of his/her studies in the releasing programme does not exceed the maximum period of study of the accepting programme with longer duration (as stipulated in new GAR 8). If he/she is only eligible to transfer to the initial stage of the accepting programme, the application will be considered together with the new applications for the programme.
2. A first year/new student will normally not be considered to transfer to another programme if the programmes are offered in the same mode of study and programmes of the same academic level, in particular the UGC-funded undergraduate programmes, during their first semester of registration.
3. The course completed and the pass grade (i.e. grade D or above, to be specified by the accepting programme, if necessary) attained by the student in his/her releasing programme at the University will automatically be transferred to the accepting programme provided that the course offered in the accepting programme is identical (i.e. with the same course code and title), except Field Experience course*. The credit points recognized by the accepting programme will be counted towards the graduation requirements and included in the calculations of GPAs. For credit transfer previously granted to the student in the releasing programme, the credit points will also be automatically transferred to the accepting programme if the course offered in the accepting programme is identical. Students will be given a chance to decline such a transfer in consideration of the fulfillment of their graduation requirements such as MOI requirements. Request to revoke his/her decision at a later stage or apply for a transfer for any declined course(s) through application for credit transfer will normally not be considered.
**Normally, no credit transfer will be granted for Field Experience (i.e. FEX course). Please consult your Field Experience Coordinator for questions relating to field experience.*
4. Upon the student's request, further credit transfer will be considered after application for change of programme or mode of study is approved. This type of credit transfer may be granted for courses completed successfully at the University previously or another accredited tertiary institution. The transferred courses will appear on the student's transcript. The credit points transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's GPA. Students are suggested applying for credit transfer as early as possible (within the first two weeks of each semester or two weeks before the commencement of the summer semester). For credit transfer previously granted to the student in the releasing programme, if the course offered in the accepting programme is not identical (i.e. with different course code and title), approval is required for transferring the credits to the accepting programme. The policy, the guidelines and the application procedures on credit transfer can be found in this website: <https://www.eduhk.hk/re/modules/content/item.php?categoryid=0&itemid=139>.
5. For any transfer of programme, the total no. of credit points transferred will not exceed 50% of the total credit points of the programme^{Note 3}.
6. Students must follow the submission procedure^{Note 2} and take note of the application deadline for transfer of programme (if applicable).
7. For non-local students, any transfer of programme or mode of study approved by the University will be reported to the HKSAR Immigration Department via the Global Affairs Office for visa endorsement before the transfer or the change comes into effect. Besides, according to the HKSAR Immigration Department, students from the Mainland, Macao and Taiwan who wish to switch to another programme before completing their original one are not allowed to extend their stay if they would, with such extension, be able to accumulate five years or more of continuous residence in Hong Kong. For details, please contact the HKSAR Immigration Department or refer to the Frequently Asked Questions of Visas from the website of the HKSAR Immigration Department (<http://www.immd.gov.hk/eng/faq/imm-policy-study.html>).
8. The application fee for each application for transfer is HK\$50 (non-refundable).
9. The Registry will inform the student of the result of his/her application for transfer of programme by writing before the commencement of the effective semester/academic year. Student should remain in the releasing programme until he/she is notified of the application result. The student is required to complete his/her studies successfully in the releasing programme before transferring to the accepting programme approved to him/her.
10. If the application for transfer is successful, the Faculty concerned will advise the student to complete the course registration procedures for the accepting programme.
11. For change of programme/transfer of mode of study which makes it necessary for the student to exchange for a new student identity card, the student is required to submit the form for "Application for Replacement of Student EdU Card".
12. Once the application for transfer of programme is approved, the student's study place on the releasing programme will be cancelled and reinstatement will not be entertained.
13. For the student who is awarded a scholarship for the releasing programme (such as HKSAR Government Scholarship, The EdUHK Entrance Scholarship, etc.), he/she should ensure that he/she has obtained approval from the relevant authority through the Student Affairs Office to transfer his/her scholarship to the accepting programme if his/her application is successful.
14. For application for transfer of major/minor, paragraphs above will apply (except paragraph 11). For non-local students who apply for transfer of programme or mode of study, all paragraphs specified above will apply.

^{Note 1} Applications for change of programme are limited to programmes offered by the same fund-type (i.e. Change of programme from a UGC-funded programme to another UGC-funded programme or from a Self-funded programme to another Self-funded programme) and the programme changes should normally be made on the same academic level. If a student who wishes to change to another fund-type programme and/or programme with a different academic level, he /she should submit an admission application to the Admissions and Registrations Section of the Registry (<http://www.eduhk.hk/acadprog/>) (Except for those students from a UGC-funded programme who wish to transfer to a Self-Funded programme or those students from Master of Philosophy who wish to transfer to Doctor of Philosophy, or vice versa).

^{Note 2} Student may be required to attend an interview and to take a written test, if necessary.

^{Note 3} For transfer to entry year / year 3 of Senior Year Programme, normally no credit transfer will be granted. For enquiries, please contact the programme office.



香港教育大學
The Education University
of Hong Kong

申請轉修課程 / 主修學科¹ / 副修學科² / 修讀模式的程序/須知
Procedures for Application for Change of Programme / Major¹ / Minor² / Mode of Study

1. 申請費用為港幣五十元，付款方法如下：
 - ◆ 現金付款
申請人可於任何一間東亞銀行（戶口號碼：015-195-25-00002-0）索取繳費單及繳交費用
 - ◆ 銀行自動櫃員機
申請人可於各東亞銀行屬下的自動櫃員機轉賬費用到東亞銀行戶口號碼：015-195-25-00002-0

沒有繳付申請費之申請概不受理。除本大學取消課程或選修學科外，所繳付的申請費一律不獲退還。

轉修課程/主修學科¹/副修學科²：

2. 在填寫本表格之前，必須先詳細閱讀附件「轉修課程/主修學科/副修學科/修讀模式的申請須知」。
3. 仔細查核是否已符合欲轉修課程/主修科/副修科的入學條件，及該主修科/副修科是否在合適的組合之中。（各課程的入學條件已張貼在有關院校網站）
4. 諮詢欲轉修課程和現正就讀課程的課程總主任或課程統籌主任的意見並取得初步批准。
5. 填妥本表格**第一至五部分**後，連同下列文件一併交回諮詢中心之學生紀錄服務站（大埔校園曹貴子基金會大樓A-G/F-11室）
 - ◆ 你的學生成績報告表副本（可於The Portal的Teaching & Learning內的Grade Enquiry查閱及列印）
 - ◆ 其他有助申請的證明文件；及
 - ◆ 銀行繳費收條或轉帳收條正本。
6. 於下列訂明之截止日期前遞交申請，逾期申請者將不獲考慮。

申請日期(如適用)

- (i) 本學年的十一月一至三十日（獲批准的申請將於本學年的第二學期生效）；及
- (ii) 本學年的三月一至三十一日（獲批准的申請將於下學年的第一學期生效）；或
- (iii) 相關學系指定的其他申請日期

轉修讀模式：

7. 填妥本表格**第一、二及第五部分**後，連同下列文件一併交回諮詢中心之學生紀錄服務站（大埔校園曹貴子基金會大樓 A-G/F-11室）
 - ◆ 有助申請的證明文件；及
 - ◆ 銀行繳費收條或轉帳收條正本。
8. 轉修讀模式的申請只適用於有多過一種修讀模式而課程內容設計一樣的課程。否則，有關申請則屬於上述的轉修課程。

註：若兼讀制學位教師教育深造文憑學生於在學期間基於不同原因欲轉為全日制學生（例如：未能達到學校體驗的要求或未能再於其學校任教）應於該學年的一月中或前提交申請，以便在下一個學年生效。基於公平及公正的原則，有關申請可能不獲批准或須與新生入學申請者一併考慮。

請留意申請轉修全日制學位教師教育深造文憑的審批主要來自以下因素：(甲) 有限的全日制學位教師教育深造文憑學額；(乙) 香港政府對收生人數的嚴格控制；(丙) 全日制課程是否開辦相關學科；(丁) 相關學科的最低入學要求於未來學年或有所改變等。

主修學科¹相當於：**專修範疇**[教育博士] / **重點範疇一**[教育碩士] / **主修學科**[學位教師教育深造文憑(中學)] / **教學學科研習一(TSS1)**[學位教師教育深造文憑(小學)]

副修學科²相當於：**重點範疇二**[教育碩士] / **教學學科研習二(TSS2)**[學位教師教育深造文憑(小學)]

填寫於此表格的個人資料將獲嚴格保密，提供的資料只限與本申請相關之用途。

1. Pay the application fee of HK\$50 by the following payment methods:
 - ♦ Payment by cash
Applicants can obtain a payment slip and make payment by cash at any branch of **Bank of East Asia (A/C: 015-195-25-00002-0)**.
 - ♦ Payment by ATM
Applicants can pay through ATMs of **Bank of East Asia** by transferring the amount to Bank of East Asia A/C: **015-195-25-00002-0**.

Applications will only be processed after the application fee is paid. The application fee once paid is not refundable except in the case of cancellation of programme or major¹/ minor² by the University.

For Change of Programme / Change of Major¹/Minor²:

2. Before submitting your application, you are required to read carefully the “**Important Notes for Application for Change of Programme/Major/Minor or Mode of Study**” attached with this application form.
3. Check carefully whether you have met the entrance requirements of the accepting programme/major/minor, and whether the major/minor you intend to take is among the eligible combinations. (*Details of the entrance requirements for each programme are posted on the respective Faculty’s website*)
4. Consult the relevant Programme Leaders/Coordinators of both the releasing and accepting programmes/majors/minors for advice and initial approval; and
5. Submit this completed application form (**Sections I to V must be completed**) to the Student Records Service Desk of Information Centre (Room A-G/F-11, CKCF Building, Tai Po Campus) together with the following:
 - ♦ a photocopy of your transcript (obtainable from Grade Enquiry in Teaching & Learning via The Portal);
 - ♦ any other documentary proof to support your application;
 - and
 - ♦ original bank payment receipt or transferal receipt.
6. Submit application form for transfer before the deadline stipulated below. Late application will not be considered.

Submission Period

- (i) 1-30 November of the current academic year (for transfer to be in effective Semester 2 of the current academic year); and
- (ii) 1-31 March of the current academic year (for transfer to be effective in Semester 1 of the next academic year); or
- (iii) Other deadlines to be specified by relevant Faculty.

For Change of Mode of Study:

7. Submit this completed application form (**Sections I, II and V must be completed**) to the Student Records Service Desk of Information Centre (Room A-G/F-11, CKCF Building, Tai Po Campus) together with the following:
 - ♦ any documentary proof to support your application; and
 - ♦ original bank payment receipt or transferal receipt.
8. Applications for change of mode of study are only applicable to programmes delivered in more than one mode of study (e.g. full-time, part-time or mixed mode) with the same programme curriculum. Otherwise, they will be considered as applications for change of programme as specified above.

Note: Students enrolling in the part-time PGDE programme who wish to change to full-time mode during their course of studies for a variety of reasons (e.g. unable to meet the block teaching practice requirements or no longer be able to teach in schools) are advised to submit their applications for transfer from part-time to full-time mode by mid-January of the respective year in order to transfer with effect from the following academic year. Some of these students' applications may be rejected or considered alongside new applicants for the sake of fairness and equity. Please note that approval of applications for switching to full-time mode of the PGDE programme, is subject to the following factors: (a) very limited study places in FT PGDE programmes; (b) the intake quota is subject to very tight control by the Hong Kong Government; (c) some subjects may not be offered in the full-time mode; and (d) some subjects may have changed their minimum entry requirements in the coming academic year.

Major¹ denotes: **Specialized Area [EdD] / First Area of Focus [MEd] / Major Subject Study [PGDE(S)] / Teaching Subject Study 1 (TSS1) [PGDE(P)]**

Minor² denotes: **Second Area of Focus [MEd] / Teaching Subject Study 2 (TSS2) [PGDE(P)]**

Personal data provided on this form will be treated strictly confidential and will be used by the University for the purpose as stated in this application.



轉修課程/ 主修學科¹/副修學科²/修讀模式 申請表格
APPLICATION FOR CHANGE OF PROGRAMME /
MAJOR¹ / MINOR² / MODE OF STUDY

第一部分 個人資料 (由學生以正楷填寫)
SECTION I PERSONAL PARTICULARS (to be completed by student in BLOCK LETTERS)

| | | |
|-------------------------------------|----------------------------|-------------------------|
| 學生姓名 Student Name | 英文 English: | 中文 Chinese: |
| 學生編號 Student No.: | 入學年份 Year of Admission: | 課程編號 Programme Code: |
| 課程名稱 Programme Title: | | |
| 日間聯絡電話 Day-time Contact Tel No.: | | 電郵 Email: |

第二部分 申請詳情 (由學生填寫)
SECTION II APPLICATION DETAILS (to be completed by student)

*請在適當的方格內加上☑號。 Please put a ☑ in the appropriate box.

- 1 轉修課程 Change of Programme
 2[@] 轉修主修學科¹ Change of Major¹
 3[@] 轉修副修學科² Change of Minor²
 4 轉修讀模式 Change of Mode of Study

| | 由 From | 轉至 Change to |
|----------------|---|---|
| 1 | 課程名稱/編號 Programme Title/Code: | 課程名稱/編號 Programme Title/Code: |
| 2 [@] | 主修學科Major ¹ : | 主修學科Major ¹ |
| 3 [@] | 副修學科Minor ² (如適用If applicable): | 副修學科Minor ² (如適用If applicable): |
| 4 | 修讀模式 Mode of Study: <input type="checkbox"/> 全日制 Full-time <input type="checkbox"/> 兼讀制 Part-time <input type="checkbox"/> 混合制 Mixed Mode | 修讀模式 Mode of Study: <input type="checkbox"/> 全日制 Full-time <input type="checkbox"/> 兼讀制 Part-time <input type="checkbox"/> 混合制 Mixed Mode |

[@] 申請人只可填寫一個合資格的主修¹或副修²學科組合。
An applicant is allowed to select only ONE eligible combination of Major¹ or Minor².

主修學科¹相當於: 專修範疇 [教育博士] / 重點範疇一 [教育碩士] / 主修學科 [學位教師教育深造文憑(中學)] /
教學學科研習一 (TSS1) [學位教師教育深造文憑(小學)]
Major¹ denotes: Specialized Area [EdD] / First Area of Focus [MEd] / Major Subject Study [PGDE(S)] /
Teaching Subject Study 1 (TSS1) [PGDE(P)]
副修學科²相當於: 重點範疇二 [教育碩士] / 教學學科研習二 (TSS2) [學位教師教育深造文憑(小學)]
Minor² denotes: Second Area of Focus [MEd] / Teaching Subject Study 2 (TSS2) [PGDE(P)]

申請理由 (請選取最主要之理由)

Reasons for application: (Please select the most appropriate reason)

| |
|--|
| <input type="checkbox"/> 不能跟上現時修讀之課程/主修或副修學科的進度 Cannot catch up with the current programme/ major or minor |
| <input type="checkbox"/> 對欲轉修讀之課程/主修或副修學科更感興趣 More interested in the programme/ major or minor that you wish to transfer to |
| <input type="checkbox"/> 相信修讀欲轉修讀之課程/主修或副修學科能有更佳表現 Believe to have potential for better performance in the programme/major or minor that you wish to transfer to |
| <input type="checkbox"/> 對現時修讀之課程/主修或副修學科失去興趣 Lost interest in the current programme/major or minor |
| <input type="checkbox"/> 入學時曾申請欲轉修讀之課程/主修學科為首選意願 The programme/major that you wish to transfer to was the first preference at the time of application for admission |
| <input type="checkbox"/> 其他 (請簡略說明) Others (Please specify briefly): _____ |

第三部分 初步審閱/批核

SECTION III PRELIMINARY CONSIDERATION/APPROVAL

To be completed by the Programme Leader/Coordinator of the current programme or the Dean^{**} of Graduate School:

Please put a '✓' in the appropriate box.

- Application for **Change of Programme** is recommended / not recommended.
- Application for **Change of *Major / Minor** is recommended / not recommended.
- Application for **Change of #Mode of Study** is approved / not approved.

Comments (if any): _____

Signature of Dean / Associate Dean /
Programme Leader / Coordinator : _____ Office/
Department: _____
(Name: _____) Date: _____

* Please delete whichever is inappropriate & return this application form to the student after your recommendation.

Please return this application form to the Academic Regulations and Records Section of the Registry for processing.

** Applicable to Doctor of Education and Master of Education programmes only.

第四部分 收集個人資料聲明

SECTION IV PERSONAL INFORMATION COLLECTION STATEMENT

- 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料於保留一段時間後將全部銷毀。
The personal data provided by you on this form will be used by Academic Regulations and Records Section for the purpose of processing your application and to be destroyed after a period of time.
- 本表格所收集的資料絕對保密，如有需要，將會轉交其他行政或教學部門作考慮或批核用途。
Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable; and
- 如在遞交此表格後要查閱或改正個人資料，請聯絡學則及學籍管理組(電郵: exam@eduhk.hk)。
Applications for access to and correction of personal data after submitting this form should be made by writing to Academic Regulations and Records Section by email to exam@eduhk.hk.

第五部分 聲明 (由學生填寫)

SECTION V DECLARATION (to be completed by student)

- 本人明白申請轉修課程/學科只在特殊情況下方可獲准，並需視乎該轉修課程/學科的學額空缺而定。
I understand that the application will only be approved in exceptional circumstances and will be subject to the availability of places
- 本人已附上成績報告表副本及有助本人轉修申請的證明文件。
I have attached a copy of my transcript and the relevant supporting documents for my application.

學生簽署 Signature of Student

日期 Date

第六部分 審閱
SECTION VI CONSIDERATION

To be completed by the Head of the Department/Subject Coordinator of the current major/minor:

1. Application for Change of ***Major / Minor** is supported / not supported.

Comments (if any): _____

Signature of Head of Department /
Subject Coordinator: _____ Department: _____

(Name: _____) Date: _____

* Please delete whichever is inappropriate & return this application form to the Academic Regulations and Records Section of the Registry.
(For the student's admission profile or interview/practical test score, please contact the Admissions and Registrations Section of the Registry
(ext.6171)).

To be completed by the Head of the Department/Subject Coordinator of the new major/minor to which the student wish to take/transfer to:

2. Application for Change of ***Major / Minor** is supported / not supported.

Comments (if any): _____

Signature of Head of Department/
Subject Coordinator: _____ Department: _____

(Name: _____) Date: _____

* Please delete whichever is inappropriate & return this application form to the Academic Regulations and Records Section of the Registry.
(For the student's admission profile or interview/practical test score, please contact the Admissions and Registrations Section of the Registry
(ext.6171)).

**To be completed by the Programme Leader/Coordinator of the programme that the student wish to transfer to
(Not applicable to change of major/minor):**

3. Application for Change of Programme is approved / not approved.

4. The student's curriculum of study remains unchanged / should be changed to _____ cohort.

Comments (if any): _____

Signature of Programme Leader /
Programme Coordinator : _____ Office/
Department: _____

(Name: _____) Date: _____

* Please delete whichever is inappropriate & return this application form to the Academic Regulations and Records Section of the Registry.
(For the student's admission profile or interview/practical test score, please contact the Admissions and Registrations Section of the Registry
(ext.6171)).

第七部分 教務處專用
SECTION VII FOR REGISTRY'S USE

Bank of East Asia Bank Pay-In Slip No.: _____

Notified student / Faculty Office on: _____

Catalog Term changed to: _____

Student Records updated by: _____ on _____