



**Credit Transfer Planning Form for Exchange Programme-Before Exchange  
(Undergraduate Student)**

請以正楷填寫此表 Please use block letters

姓名 (中文) Full Name in Chinese		學號 Student No.		電郵地址 (校內) CityU Email Address							
姓名 (英文) Full Name in English		聯絡電話 Tel. No.		國籍 Nationality							
在讀學院 Faculty		在讀課程 Programme		在讀年級 Class							
擬校外交流院校 Planned Institute for Exchange: _____			擬校外交流之 Planned Exchange in 學年 AY: _____ 學期 Semester: _____ 年級 Class: _____			擬選讀交流課程/專業 Planned Exchange Programme(s): _____					
擬校外交流課程之科目明細 Planned Course(s) for Exchange					對應本校科目明細 Equivalent CityU Course(s)				意見 Comment		
序號 No.	科目編號及科目名稱 Course Code and Course Title	類別 Type	學時 Hours	學分 Credit	科目編號及科目名稱 Course Code and Course Title	類別 Type	學時 Hours	學分 Credit	課程主任 意見 Comment from Programme Coordinator	教務處意見 Comment from Registry	不批准原因 Reasons for Rejection
1		<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective				<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective			<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	
2		<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective				<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective			<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	
3		<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective				<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective			<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	

4		<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective				<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective			<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	
5		<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective				<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective			<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	
6		<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective				<input type="checkbox"/> 必修 Compulsory <input type="checkbox"/> 選修 Elective			<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Rejected	

備註/其他意見: Remark/other comment				校外交流前確認/審批及簽署 Confirm/Approve and sign before exchange							
學生: Student						學生簽署 Student				日期 Date	
課程主任: Programme Coordinator						課程主任簽署 Programme Coordinator				日期 Date	
學院院長: Dean of Faculty						學院院長簽署 Dean of Faculty				日期 Date	
教務處負責人: Head of Registry						教務處負責人簽署 Head of Registry				日期 Date	

備註: Remark	<p>1. 交流生需赴校外交流前填寫此表格，經所屬學院課程主任及院所領導審批並簽署。Complete this form before exchange and with approval and signature by Dean, Programme Coordinator of Faculty and Head of Registry.</p> <p>2. 學分轉移根據本校“交換學生學分轉移辦法”進行，由教務處最終批核。The procedure of credit transfer is conducted according to “Regulations for Credit Transfer of Exchange Students”.</p> <p>3. 本表按每學期填寫，交流生必需提供(1)本校成績單 (2)交流院校及本校所讀課程之科目大綱各一份及(3)交流院校校曆表，否則不予受理。Application will only be proceeded if all the supporting documents including (1) updated transcripts for current programme (2) programme specifications for current programme and exchange, and (3) academic calendar for exchange are submitted.</p> <p>4. 由於交換項目週期最多為一學期，交流生於校外交流課程中只可以選讀非全年科目。Only non-full year course(s) could be selected for exchange programme.</p>						<p>此表格需連同以下之附件一同遞交: Submit the plan with the follow attachments</p> <p><input type="checkbox"/> 本校課程成績單 Transcripts for current programme</p> <p><input type="checkbox"/> 本校所讀課程之科目大綱 Programme specifications for current programme</p> <p><input type="checkbox"/> 交流院校所讀課程之科目大綱 Programme specifications for exchange</p> <p><input type="checkbox"/> 交流院校校曆表 Academic calendar for exchange</p>				
---------------	---	--	--	--	--	--	---	--	--	--	--