

香港專業教育學院(摩理臣山)
Hong Kong Institute of Vocational Education (Morrison Hill)
學分轉移 / 單元豁免申請表 (2018/19 學年)

適用於 AY2018/19 學年新生
 Applicable to AY2018/19 New Student

Application for Credit Transfer / Module Exemption for AY2018/19

可於MyPortal下載學分轉移 / 單元豁免申請表 Credit Transfer / Module Exemption Application Form available from MyPortal	申請期限 Application Period	遞交申請時間 Time for Submitting Application Forms	遞交申請地點 Venue for Submitting Application Forms	電話 Tel. No.	
https://myportal.vtc.edu.hk	10 – 21/9/2018	星期一至五 Mon to Fri	8:30 am - 12:30 pm 1:30 pm - 7:30 pm	建造工程系 (220室) Department of Construction (Room 220)	2835 8359
				工程系 (417室) Department of Engineering (Room 417)	2835 8342
			8:30 am - 12:30 pm 1:30 pm - 5:00 pm	設計學科基礎課程組 (417室) Design Discipline Foundation Programme Section (Room 417)	2835 4595
		星期六、日及公眾假期 - 休息 Saturday, Sunday and Public Holidays - Close			

填寫本表格前，請先參閱附頁的「申請須知」。Please read the 'Application Guide' on the appendix before completing this form.

第一部份：由申請人填寫 Part I: To Be Completed by Applicant

1. 個人資料 Personal Particulars:

姓名 Name 英文 English _____ 中文 Chinese _____

學生編號 Student No. _____ 課程編號 Programme Code _____ 課程名稱 Programme Title _____

電郵地址 E-mail Address _____ 聯絡電話 Tel. No. _____

2. 申請學分轉移／豁免之單元 Module(s) to Apply for Credit Transfer / Exemption:

單元編號 Module Code	單元名稱 Module Title	學分 Credit Value	申請 [^] Applying for [^]			
			學分轉移 Credit Transfer		單元豁免 Module Exemption	
			理據 Justification:	理據 Justification:	理據 Justification:	理據 Justification:
			曾修讀相同單元 Identical Module Previously Completed	相若學業成就 Comparable Academic Achievements	相關經驗 Relevant Experience	其他合理理由 Other Justifiable Grounds
(a)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

申請學分轉移 / 單元豁免總數目: Total No. of Credit Transfer/Module Exemption applied:		每單元 per module (HK\$100) 已繳申請費共 Total application fee paid :	HK\$ _____
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申請費收據 Application Fee Receipt (繳款方法請參閱附件一。沒有附上繳費收據正本的申請表將不獲處理)

Payment method as shown on Appendix 1. Application form without attaching the original of payment receipt will not be processed)

<input type="checkbox"/> 恒生銀行/匯豐銀行或「銀通」自動櫃員機 (已附上交易通知書) Hang Seng Bank/HSBC or JETCO ATM (Transaction advice attached)	<input type="checkbox"/> 「繳費靈」繳交申請費，請於表格內填上已繳費的參考編號 PPS, please fill in payment Reference No. in the boxes provide
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[^] 請參考「申請須知」第 1 項，並在適當的方格填上✓號 Please refer to Item 1 of the 'Application Guide' and ✓ the appropriate box

本人已閱讀附頁的「申請須知」並同意遵守該等規則。 I have read the 'Application Guide' on the Appendix and agree to conform to the relevant regulations.

學生簽署 Signature of Student _____

日期 Date _____

第二部份：只限職員專用 Part II: For Office Use Only

1. ☐ Document copies verified Staff Name & OU _____ Signature _____ Date _____

2. ☐ Application fee received Staff Name & OU _____ Signature _____ Date _____

3. To be completed by Module Leader(s)/Coordinator(s)
(or Programme Leader/Coordinator for modules without Module Leaders):

Recommendation for Application in Part I (2)				Staff Name & OU	Signature	Date
	Credit Transfer#	Module Exemption	Not Recommended and Reason			
(a)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(b)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(c)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(d)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(e)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				

Please input the code (if different) of the VTC module previously completed, OR the mark (out of 100) of the non-VTC module previously completed

4. To be endorsed by Programme Leader/Coordinator (for Vocational Modules) and/or Designated Person(s) appointed by relevant AD(s)
(for Generic Modules):

Endorsement for Recommendation in Part II (3)			Staff Name & OU	Signature	Date
	Endorsed	Not Endorsed and Reason			
(a)	<input type="checkbox"/>				
(b)	<input type="checkbox"/>				
(c)	<input type="checkbox"/>				
(d)	<input type="checkbox"/>				
(e)	<input type="checkbox"/>				

5. To be approved by HoD (for NHD and DFS) or Chairperson of Programme Board (for DVE and Cert/Dip/PC/PD at QF Levels 1-4):

The recommendation(s) made by the Programme Leader/Coordinator and/or relevant Designated Person(s) in Part II (4) is/are:

- ☐ All approved
☐ Approved **except** the following (please give the module code(s) and reason(s)):
☐ Not approved (please give reason(s)):

Staff Name & OU _____

Signature _____

Date _____

6. ☐ Record system updated Staff Name & OU _____ Signature _____ Date _____

7. ☐ Student informed of the result/arrangement
 Remarks, if any:
 Staff Name & OU _____ Signature _____ Date: _____

申請須知

1. 如申請人曾修讀相同單元，則可申請學分轉移（考獲之單元等級／分數，將計入現正修讀之課程）；如申請人持有相若學業成就、或具備相關經驗，及/或提出其他合理理由（如殘障、特殊教育需要等），則可申請單元豁免（獲豁免單元之等級／分數，不會計算在所修讀課程之總成績內）。**現正修讀課程之每個單元，只可申請學分轉移或者單元豁免，申請人於申請前應諮詢相關單元老師。**
2. 如有需要，學院或會要求申請人參加單元豁免評核。
3. 各課程可獲學分轉移或豁免修讀的單元數目，均設有上限。
4. 遞交申請表時，申請人必須提供相關證明文件的副本一份，以及帶同正本以供核實。
5. **申請截止日期為2018年9月21日。**
6. 如未能提供足夠證明，或於截止日期後提出的申請，概不受理。
7. 每一單元的申請費為港幣一百元，繳費方法請參閱附頁。請注意：無論申請成功與否或中途退學，此申請費將不獲退還。**兼讀制學生如欲申請學分轉移/單元豁免修讀全人發展單元，請向有關課程主任查詢有關全人發展單元之學分轉移/單元豁免的申請程序及費用。**
8. 申請結果公佈將會在2018年10月中寄出審批豁免修讀結果給予申請人，申請人應出席相關課堂及參予相關單元評核。
9. 相關部門／中心／辦事處之決定為最終決定。

Application Guide

1. Credit transfer may be granted for identical modules previously completed, where the grades/marks of the modules will contribute towards the award of your current programme. Module exemption may be granted for comparable formal academic achievements, relevant experience, and/or other justifiable grounds (e.g. disabilities, special education needs, etc.), where the grades/marks, if any, of exempted modules will not contribute towards the award of your current programme. **For each module in your current programme, only EITHER credit transfer OR module exemption can be applied. The applicant should consult the relevant module teacher for advice before applying.**
2. Where required, assessments may be conducted for consideration of granting module exemption.
3. Granting of credit transfer/module exemption is subject to a limit of the respective programme.
4. When submitting the application, the applicant should bring with himself/herself the original evidence documents accompanied with one photocopy of each document for verification. The responsibility of providing all necessary evidence rests with the applicant.
5. **The deadline for submitting the application form(s) for credit transfer/module exemption is 21 September, 2018.**
6. Application without providing necessary evidence or beyond the application deadline will not be considered.
7. An exemption fee of HK\$100 will be charged for each module. Payment method is shown on Appendix. Please note that the application fee paid is not refundable even if the application is not supported or the applicant is de-registered from programme. **For part-time students, if you want to apply for Credit Transfer / Module Exemption for whole person modules, please consult the programme leader for the application procedure and fee.**
8. Applicants will normally be notified of the result by mail in mid-October, 2018. Before announcement of the application result, the applicant should attend relevant classes and assessments of the module(s) concerned.
9. The decision of the Department/Centre/Office concerned is final.

香港專業教育學院 (MH)
Hong Kong Institute of Vocational Education (Morrison Hill)

申請豁免修讀單元繳費通知書
Payment Advice for Module Exemption

Please pay the application and assessment fees as follow:
請按以下指示，繳付申請費用及評核費用：

Application and Assessment Fee 申請費用及評核費用：										
收費 Fee:	HK\$500 / 每單元 Module									
繳費期限 Payment Due Date:	Before submitting application									
賬單編號 Bill Account Number:									2	1
<div style="border-top: 1px solid black; width: 60%; margin: 0 auto;"></div> 學生編號 Student No.										
Total Application Fee 申請費用： <input type="checkbox"/> \$500 for 1 module <input type="checkbox"/> \$1000 for 2 modules <input type="checkbox"/> \$1500 for 3 modules <input type="checkbox"/> \$2000 for 4 modules										

繳費方式 Payment Method	繳費程序 Payment Procedure
1. 於任何恒生銀行或匯豐銀行自動櫃員機 At any ATM of the Hang Seng Bank or HSBC	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇教育-其他 Select Education - Others iii. 選擇『職業訓練局』 Select "Vocational Training Council" iv. 選擇繳交『學生雜費』 Select payment of "Fees for Student Services" v. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above vi. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.) vii. 請保存自動櫃員機正本，以作紀錄 Please keep the original of the ATM payment receipt for your own record
2. 於貼有「繳費易」的「銀通」櫃員機 At the JETCO ATM with the JET Payment Logo	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇『商戶編號輸入』 Select "Merchant Code Entry" iii. 輸入商戶編號『9151』 Key in Merchant Code "9151" iv. 賬單類別：輸入『03』 Bill Type: Enter "03" v. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above vi. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易，全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.) vii. 請保存自動櫃員機正本，以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record

**Whole Person Development (WPD) Module Exemption for NHD Student
by Work Experience**
(Applicable to the NHD student of Entry Cohort from AY2015/16)

Declaration of Full-time Work Experience for application module exemption of WPD Module
以全職工作經驗豁免修讀全人發展單元申請

Fill in with the required information.

請填上所需的資料

I have obtained _____ year(s) full time work experience from _____ (dd/mm/yyyy).

Details are as follows: 我已於____年__月__日取得____年的全職工作經驗，詳情如下：

Full employment record to date (in chronological order) (including self-employment)

截至目前為止的全部就業詳情（請按任職日期順序列出）（包括自僱就業資料）

Date 日期 (month 月/year 年)		Position Held 職位名稱	Name & Address of Organization 機構名稱及地址	Name and Contact of Employer / Supervisor 機構負責人/僱主姓名及 聯絡電話號碼	Self- Employment 自僱人士 (Yes 是/No 否)
From 由	To 至				

*Please provide document copy to prove your work experience.

Declaration & Signature:

聲明及簽署:

1. I acknowledge that the Whole Person Development (WPD) module offered by the Student Development Discipline Office (SDDO) may be delivered at other IVE campuses with class meetings held on weekday evenings, Saturday afternoon or Sunday. The SDDO reserves the right to cancel or re-arrange the delivery schedule if necessary. I understand that I have to pay the required tuition fee for studying the WPD module.
本人明白由學生發展學科辦事處提供的全人發展單元或會於其他院校的平日晚上、星期六下午或星期日開辦。如有需要，學生發展學科辦事處有權取消或更改課程編排。本人明白修讀全人發展單元需繳付相關的學費。
2. I understand that information I provided will be used for processing my application for exemption from WPD module by the Member Institutes and SDDO of Vocational Training Council (VTC).
本人明白所填報的資料將會被職業訓練局轄下院校及學生發展學科辦事處作審批豁免修讀全人發展單元之用。
3. I authorize VTC to obtain, and the relevant authorities to release, all information about my full time work experience in Hong Kong and elsewhere.
本人授權職業訓練局索取有關本人在香港或外地之全職工作證明及相關資料，並授權有關工作單位或機構提供此等資料。
4. I understand that SDDO has the final decision on the applications for exemption from study of WPD module.
本人明白學生發展學科辦事處保留所有全人發展單元之豁免修讀決定權。
5. I understand that provision of any false or misleading information in the application will lead to **DISQUALIFICATION** in all WPD module exemption.
本人明白在申請中提供任何虛假或誤導性資料，將會被即時取消所有已豁免修讀全人發展單元的資格。

Name of Student 學生姓名

Signature 學生簽署

Course Code 課程編號

Student No 學生編號

Date 日期

Whole Person Development (WPD) Module Exemption for NHD Student by Work Experience (Applicable to the NHD student of Entry Cohort from AY2015/16)

Assessment for Using Full-time Work Experience for Waiving the Requirement of Studying Whole Person Development (WPD) Modules

For official use only

Date of giving this assessment: 3 SEP 2018

Date of Submission by student: _____

Points to Note

- Applicants need to follow the application period designated by the respective campus / hosting department. This assessment should be submitted **within 2 weeks from the date issued or before the deadline as required (whichever is earlier)**. **Late submission will not be accepted.**
- Please read the "Glossary" in page 2 before doing the assessment.
- Please avoid using abbreviations in writing.
- Please complete the assessment in English.
- There is no reassessment and reapplication on a particular module and the final decision of granting module exemption rests on the decision of the SDO.
- Please note that cheating, including plagiarism, in the Assessment will be liable to disciplinary action and penalties. Suspected cheating cases will be investigated by a Disciplinary Board. For established cheating cases, students will be subject but not limited to the penalties of "failing the module" or "failing all the modules for the semester" (For detail, please refer to the Student Handbook).
- For enquiry, please contact the Student Development Office (SDO) in campus.

Student Name:	Student No.:
Programme Name:	
Programme Code and Class:	Campus:
Module(s) to Apply for Exemption: (please <input checked="" type="checkbox"/> the appropriate Module(s) and complete the assessment of the respective module you selected)	
<input type="checkbox"/> SDD4001 Whole Person Development: Self-Efficacy Enhancement (p. 3-4) <input type="checkbox"/> SDD4002 Whole Person Development: Global Vision (p. 5-6) <input type="checkbox"/> SDD4003 Whole Person Development: SMART in Action (p. 7-8) <input type="checkbox"/> SDD4004 Whole Person Development: Integrated Career Development (p. 9-10)	
Declaration: I have read through and understand the "Points to Note". This assessment task is my own work. I have properly acknowledged all sources and I have not plagiarized any part of this assessment task. I acknowledge that I have read and understood the regulations on honesty in academic work (Section 7.10 of Student Handbook). I am aware of the penalties. I agree that the final decision of granting module exemption rests on the decision of the SDO. Signature: _____ Date: _____	

For SDO use			
Module	Marks	Result	Marker
Assessment of SDD4001	/100	Pass / Fail	Name:
Assessment of SDD4002	/100	Pass / Fail	Post:
Assessment of SDD4003	/100	Pass / Fail	Signature:
Assessment of SDD4004	/100	Pass / Fail	Date:

Glossary

Career Goal	Career Goal is what a person wants to achieve an occupation or life role. The person needs to commit related work and a good self-development plan.
Characters	What a person thinks, feels, and behaves and express shows his / her characters, for examples, integrity, honesty, sensible, energetic, enthusiastic, disciplined, logical, open minded, patient, responsible, etc.
Collaboration	Collaboration need people working together on a aim or goal, using expertise / specialist of each collaborator. The people share common goal, responsibility.
Global issue	Global issue is something concerned by the world. People may have different opinions on the causes and consequences of a global issue and have various views about the solution.
Learning skills	Learning skills are the skills facilitate studying and learning, for examples: reading skill, questioning skill, analysis skill, IT skills, etc.
Life skills	Life skills are a set of managing / problem solving for better life, for examples: communication skill, interpersonal skill, organization skill, time management skill, etc.
Lifelong learning	Learning throughout life, with the aim of learning more knowledge, skills and/or improving qualifications for personal, social and/or professional.
Problem Solving Skills	Problem solving skills is set of skills includes identifying a problem, developing possible solution, and taking the appropriate action step by step.
Professional qualification	A professional qualification refers to a specified standard of knowledge, skills set, competencies that are set up by certain professional bodies, for example, HKIE, ACCA, HKICPA, etc. The standard is confirmed by means of an assessment process or successful completion of a course of study.
Skill Sets	A series of proficiency or ability that is acquired through training and practicing.
Strength	Strength is a quality that someone is good in / familiar with, for example: bravery, tolerant, persuasive, creative, etc.
Trade/Profession	A particular job/career field consists of a set of skills and knowledge in the field.
Weakness	Weakness is the area(s) perceived which you can make improvement, for examples: impatience, over-talkative, unassertive, passive, moody, intolerance, etc.

Assessment for SDD4001 Whole Person Development: Self-Efficacy Enhancement

1. Personal Development Plan		Marks
a) The plan of studying this NHD programme		8
Academic award to be achieved	Higher Diploma in _____	
Time to complete the Higher Diploma	From <u>Now</u> to _____	
b) What is your <u>future personal development plan</u> after the completion of this NHD programme? Please illustrate your plan in terms of		12
① Goal (e.g. future study or attainment of professional qualification):		

② Time frame: _____		
③ Path / means to achieve the goal:		

2. Self-evaluation on my Strength	Marks
<p>Please identify one of your strengths and explain how the strength facilitates you to implement the personal development plan.</p> <p>❶ The strength (e.g. skill sets, social network): _____</p> <p>❷ Please give an example to illustrate you have the strength.</p> <p>❸ Please explain how the strength facilitates you to implement the personal development plan.</p>	20

[#]If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

Assessment for SDD4002 Whole Person Development: Global Vision

1. Choosing global issue	
<p>Please choose ONE issue shown below (by <input checked="" type="checkbox"/>)* and answer Question 2.</p> <p><input type="checkbox"/> Global warming</p> <p><input type="checkbox"/> Middle East respiratory syndrome (MERS) outbreak</p> <p><input type="checkbox"/> North Korea's nuclear threat</p> <p><input type="checkbox"/> Human trafficking</p> <p><input type="checkbox"/> Middle East conflict</p> <p><input type="checkbox"/> Other, please specify: _____</p> <p><i>*no marks will be given to Question 2 if:</i></p> <ul style="list-style-type: none"> - NO issue was chosen; Or - more than one issue <i>was chosen</i>; Or - no issue was specified if option "Other" was chosen 	

2. Critical thinking for the globalized world	Marks
<p>a) Why the issue chosen in question 1 is a global issue? Explain the reasons by answering 2a(i) and 2a(ii).</p> <p>(i) What is the scale of the issue? Please explain the scale in terms of ❶ affected countries (at least 3) and ❷ no. of people affected. Please provide example / evidence for explanation. (around 50 words)^</p>	20
<p>(ii) What international cooperation is involved? Please identify the ❶ international organization involved and ❷ details of the respective works / actions. Please provide example / evidence for explanation. (around 50 words)^</p>	20

[#]If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

[^] To avoid **plagiarism**, please credit the source of information you quoted.

<p>b) (i) Please Identify the problems of the issue in terms of two different aspects (e.g., environment, economy, society, politics, humanity, culture, etc.). You may quote relevant examples / figures / news from reliable source(s) to explain the cause and impact of the problem.</p>	
<p>❶ Problem in _____ aspect (around 50 words)^</p>	20
<p>❷ Problem in _____ aspect (around 50 words)^</p>	20
<p>(ii) Please suggest a solution to the problem by adopting the trade knowledge of the programme you are studying. (around 50 words)^ The HD programme: _____</p> <p>❶ Solution</p> <p>❷ Please state and explain the Expected result(s)</p> <p>❸ Please state and explain the Limitation(s)</p>	
<p>Total Mark (Assessment of SDD4002)</p>	

#If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

^ To avoid **plagiarism**, please credit the source of information you quoted.

Assessment for SDD4003 Whole Person Development: SMART in Action

1. Collaboration skills and Problem Solving Skills acquired in your working experience (please provide details based on a team project / task experience)		Marks
<p>a. Project / Task information</p> <p>Company / Organization Name: _____</p> <p>Project title / Task: _____</p> <p>Goal & scope of the project / task: _____</p> <p>_____</p> <p>_____</p> <p>Project / Task duration: _____</p> <p>Your post / title: _____</p>		20
<p>b. Identify the Team Members and indicate YOURSELF in the team, e.g. Assistant Engineer (me)</p> <p>(i) Please write down titles or posts:</p>	<p>Works of the members</p> <p>(ii) Please describe the work done by each member and show the collaboration in the team:</p>	24
<p>2. Please identify a problem happened in the project mentioned in Question 1a:</p> <p>(a) What is the problem? Please provide details (around 30 words)</p>		12

*If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

(b) What is the cause(s) of the problem? Please provide details. (around 30 words)	12
(c) What is the impact(s) of the problem? Please provide details. (around 30 words)	12
(d) How did you solve the problem described in Question 2a by collaboration with your team members? Please provide details, e.g. the strategies / methods used to enhance collaboration to solve the problem and steps of the solution. (around 50 words)	20
Total Mark (Assessment of SDD4003)	

[#]If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

SDD4004 for Whole Person Development: Integrated Career Development

1. What is your career goal in the next 5 years?		Marks
Career trade/profession:	Post/Title/Rank:	8

2. What characters do you own for contributing to your development in this career? Please explain and provide an example. (around 50 words)	Marks
	20

3. What are the prospects of this target career in Hong Kong / China / World? Please explain and support with evidence(s). (around 50 words)	Marks
	20

[#]If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

4. <i>Revision of your working experience</i>			
a. Please provide details for ONE of your full-time working experiences.			Marks
Period	Company / Organization	Title / Post for each job (please provide brief job descriptions)	12
_____ to _____			
b. Please describe One action taken/you did to prepare for the job interview of the job stated above. Explain how the action helped you to get the job. (around 50 words)			20
c. Please write ONE “area for improvement” regarding to the interview experience stated above and suggest how to improve such area. (around 50 words)			20
Total Mark (Assessment of SDD4004)			

#If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

Points to Note in Application for Exemption of Whole Person Development (WPD) Module

(Applicable to NHD students (from Entry Cohort of AY2015/16) of full-time and part-time modes)

申請豁免修讀全人發展單元注意事項

(適用於所有 2015/16 學年起入學的全日制及兼讀制高級文憑課程同學)

1. Approval of WPD Module exemption is based on (i) academic criteria or (ii) prescribed full time work experience. (Details refer to exemption criteria table overleaf.)

「過往學術資格」或「全職工作經驗」可用作申請豁免修讀全人發展單元，詳情可參閱背頁資料。

2. Applicant needs to follow the application period. Late application will not be accepted. Applicant has to attend class as usual before application result announcement. For Applicants studying in part-time mode, they could accumulate required full-time work experience along their study and apply for exemption with sufficient work experience.

修讀全日制的申請人須於第一學年/學期開課後兩星期內主動申請，逾期申請將不獲考慮。申請豁免修讀未經批准前，申請人須如常上課。由於兼讀制申請人大多為在職人士，申請人可在修讀期間累積全職工作經驗申請豁免有關單元。

3. For the applicants studying in part-time mode: please note that if you are unsuccessful on the application, you have to study the corresponding module(s). The period of study will be announced by the department.

兼讀制申請人：若你的申請不成功，你需要修讀相關單元，所屬學系會通知你修讀的日期和時間。

4. Applicant needs to fill the **Full-time Work Experience details (Appendix A)** and attach the respective Academic transcript, proof of sufficient full-time work experience, e.g., employer's certification, salary statement, to support the application.

申請人遞交申請表時須填妥**工作經驗資料(附件 A)**及附上相關的學歷證明及就業證明文件。

5. Applicant needs to complete the specific assessment(s) (in **Appendix B**) according to the module(s) you apply for exemption.

申請人須完成其所申請豁免修讀單元的評核(附件 B)。

Appendix B consists of 4 assessments with the exemption arrangement as follows:

附件 B 有四個評核，詳情列於下表：

Pass in 取得合格	Module qualified for exemption 可取得豁免修讀單元
Assessment of SDD4001 SDD4001 的評核	SDD4001
Assessment of SDD4002 SDD4002 的評核	SDD4002
Assessment of SDD4003 SDD4003 的評核	SDD4003
Assessment of SDD4004 SDD4004 的評核	SDD4004

6. The assessment (Appendix B) should be completed and submitted **within 2 weeks from the date issued or before the deadline as required (whichever is earlier)**. **Late submission will not be accepted.**

申請人須於收到評核後 2 星期內或指定限期前（以較早到期者為準）遞交評核。逾期遞交將不獲受理。

7. Please note that cheating, including plagiarism, in the Assessment will be liable to disciplinary action and penalties. Suspected cheating cases will be investigated by a Disciplinary Board. For established cheating cases, the offender will be subject but not limited to the penalties of “failing the module” or “failing all the modules for the semester” (For detail, please refer to the Student Handbook).

請注意就有關「評核」的欺騙行為(包括抄襲)，會受到紀律處分。涉嫌欺騙行為的個案，將會交由紀律委員會調查，經查證並確認成立後，違規者會受到「學科不合格」或「全部學科不合格」等處分(詳情請參閱學生手冊)。

8. Please note that the module exemption and the assessment fees are as follows:

請注意豁免修讀單元申請及評核費用如下：

Number of Modules Applied for Exemption 豁免修讀單元 申請數目	Application Fee for Module Exemption (\$100 per Module) 豁免修讀單元 申請費用 (每單元\$100)	Assessment Fee (\$400 per Module) 評核費用 (每單元\$400)	Total 總數
1	\$100	\$400	\$500
2	\$200	\$800	\$1000
3	\$300	\$1200	\$1500
4	\$400	\$1600	\$2000

9. Please note that there is no reassessment and no reapplication of module exemption on a particular module. Students who failed in the application have to study the modules(s).

請注意每個單元的「評核」不設補考及再申請，未能豁免的同學須修讀相關單元。

10. For enquiry, please contact the Student Development Office (SDO) in campus.

如有任何查詢，請聯絡院校的學生發展處。

Whole Person Development Module Exemption Criteria 豁免修讀全人發展單元準則

Programme 課程	Modules 單元名稱	Academic Criteria 認可之過往學術資格	Or Work Experience 或 全職工作經驗	
<p>HD 高級文憑</p> <p>(For entry cohort from AY2015/16)</p>	<p>SDD4001</p> <p>WPD : Self-Efficacy Enhancement</p> <p>全人發展：自我提升</p>	<p>A pass in WPD3200S or in WPD4063 & WPD4041 or in WPD4063 & WPD4082 or prior learning relevant to the module content</p> <p>曾經在 WPD3200S 或 WPD4063和WPD4041 或 WPD4063和WPD4082 或取得及格成績 或 其他相關之認可過往資歷</p>	Or 或	<p>Two years full-time work experience acquired after meeting the minimum entrance requirement and Assessment</p> <p>達HD 最低入學要求後累積的二年全職工作經驗 及 評核</p>
	<p>SDD4002</p> <p>WPD : Global Vision</p> <p>全人發展：國際視野</p>	<p>A pass in WPD3202S or prior learning relevant to the module content</p> <p>曾經在 WPD3202S 取得及格成績 或 其他相關之認可過往資歷</p>	Or 或	<p>Two years full-time work experience acquired after meeting the minimum entrance requirement and Assessment</p> <p>達HD 最低入學要求後累積的二年全職工作經驗 及 評核</p>
	<p>SDD4003</p> <p>WPD : SMART in Action</p> <p>全人發展：團隊策動</p>	<p>A pass in WPD4052 or in WPD4201S or prior learning relevant to the module content</p> <p>曾經在 WPD WPD4052 或 WPD4201S 取得及格成績 或 其他相關之認可過往資歷</p>	Or 或	<p>Two years full-time work experience acquired after meeting the minimum entrance requirement and Assessment</p> <p>達HD 最低入學要求後累積的二年全職工作經驗 及 評核</p>
	<p>SDD4004</p> <p>WPD : Integrated Career Development</p> <p>全人發展：事業發展</p>	<p>A pass in WPD3203S or in WPD3204S or in WPD4074 or prior learning relevant to the module content</p> <p>曾經在 WPD3203S 或 WPD3204S 或 WPD4074 取得及格成績 或 其他相關之認可過往資歷</p>	Or 或	<p>Two years full-time work experience acquired after meeting the minimum entrance requirement and Assessment</p> <p>達HD 最低入學要求後累積的二年全職工作經驗 及 評核</p>

Programme 課程	Modules 單元名稱	Academic Criteria 認可之過往學術資格	Or Work Experience 或 全職工作經驗	
<p>For some Engineering Programmes, students opt for the <u>Diploma Award</u> amid their course of studying NHD (For entry cohort from AY2015/16)</p> <p>個別修讀工程課程的同學，如在修讀期間，選擇獲取<u>文憑資格</u> (適用於從2015/16學年起入學的同學)</p>	<p>SDD4001</p> <p>WPD : Self-Efficacy Enhancement 全人發展：自我提升</p>	<p>A pass in WPD3200S or in WPD4063 & WPD4041 or in WPD4063 & WPD4082 or prior learning relevant to the module content</p> <p>曾經在 WPD3200S 或 WPD4063和WPD4041 或 WPD4063和WPD4082 或取得及格成績 或 其他相關之認可過往資歷</p>	Or 或	<p>One year full-time work experience acquired after meeting the minimum entrance requirement and Assessment</p> <p>達HD 最低入學要求後累積的<u>一年</u>全職工作經驗 及 評核</p>
	<p>SDD4003</p> <p>WPD : SMART in Action 全人發展：團隊策動</p>	<p>A pass in WPD4052 or in WPD4201S or prior learning relevant to the module content</p> <p>曾經在 WPD WPD4052 或 WPD4201S 取得及格成績 或 其他相關之認可過往資歷</p>	Or 或	<p>One year full-time work experience acquired after meeting the minimum entrance requirement and Assessment</p> <p>達HD 最低入學要求後累積的<u>一年</u>全職工作經驗 及 評核</p>