

TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE OF HONG KONG

Application for Advanced Standing

Students may apply for advanced standing upon their initial enrolment on the programme or before the end of the add/drop period of the first semester of his/her first year of study by completing and submitting this application form to the host Faculty (for Programme Modules) or the School of General Education and Languages (for General Education Modules). Students are requested to read the following notes before submission of the application form:

1. The study used for claiming advanced standing or module exemption should not be more than eight years from the year in which it was completed but individual Faculty/School may impose shorter maximum periods. The maximum amount of advanced standing and module exemption which may be granted is 50% of the number of credit points (CPs) for the programme.
2. For the English Language modules, students with the following test results from the International English Language Testing System (IELTS), the Test of English as a Foreign Language (TOEFL) or the Hong Kong Advanced Level Examination (HKALE), or their equivalents, may apply for exemption. However, the results for the score of IELTS or TOEFL must not be more than two years from the date of the test or final examination and the date of commencement of study at the Institute. Students must provide a copy of the IELTS or HKALE test result. Those with a TOEFL test score must organise for the Institute to receive an original copy of the official TOEFL score report.

Module	Required Scores for Module Exemption				
	IELTS	TOEFL			HKALE AS-Level (Use of English)
		Paper- based	Computer- based	Internet- based	
GEC4201 English for Academic Studies 1	6.5	570	230	88	D
GEC5202 English for Academic Studies 2	6.5	570	230	88	C

3. In assessing applications for individual module exemption, a module mapping will be conducted to ensure there is at least 70% similarity between the two modules in curriculum contents and module learning outcomes. The institution that offers the programme/module(s) used for claiming exemption should be a recognised post-secondary institution. The applicant should normally have obtained a grade equivalent to B- (or a Grade Point of 2.7) or above in the module before the application for exemption is considered. Students are required to provide a copy of the relevant academic qualification(s) and curriculum(s) to substantiate the application and present the original academic qualification(s) for verification.
4. Payment of an administrative fee is required before the application is processed, which is non-refundable no matter the application is successful or otherwise.
5. The information given in the form will only be used for processing this application.

Section 1 – Student Details	
Full Name :	
Student ID No. :	
Programme Title & Code :	
Year of Study :	1st / 2nd / 3rd / 4th or above _____
Contact Phone No. :	
Student Email Address :	

Section 2 – Advanced Standing / Module Exemption					
Module Code	Module Title	No. of CPs	Prior Achievement		FOR OFFICE USE Advice on Application (Successful or Not)
			Grade/Mark	Year of Completion	

Section 3 – Student’s Declaration & Signature	
I confirm that the information provided on this form is correct and complete and I have read and understood the notes to applicants stated on page 1.	
Signature :	Date :

Section 4 – For Office Use	
Application Received on :	
Copy of Academic Qualification(s) and Curriculum(s)* Collected :	Yes / No
Original Academic Qualification(s) Verified :	Yes / No
Administrative Fee :	\$100 per credit point
Total Fee to be Paid :	
Fee Collected by :	Signature : Name : Date :
Update on Student’s Record on (via Faculty):	(by)
Email Notification to Student and Registry on :	(by)

* Curriculum not necessarily required for IELTS, TOEFL or HKALE.