

DEPARTMENT OF

BUILDING & REAL ESTATE

建築及房地產學系

INTERNATIONAL • COLLABORATIVE • CONSTRUCTION

# Exchange Program Credit Transfer

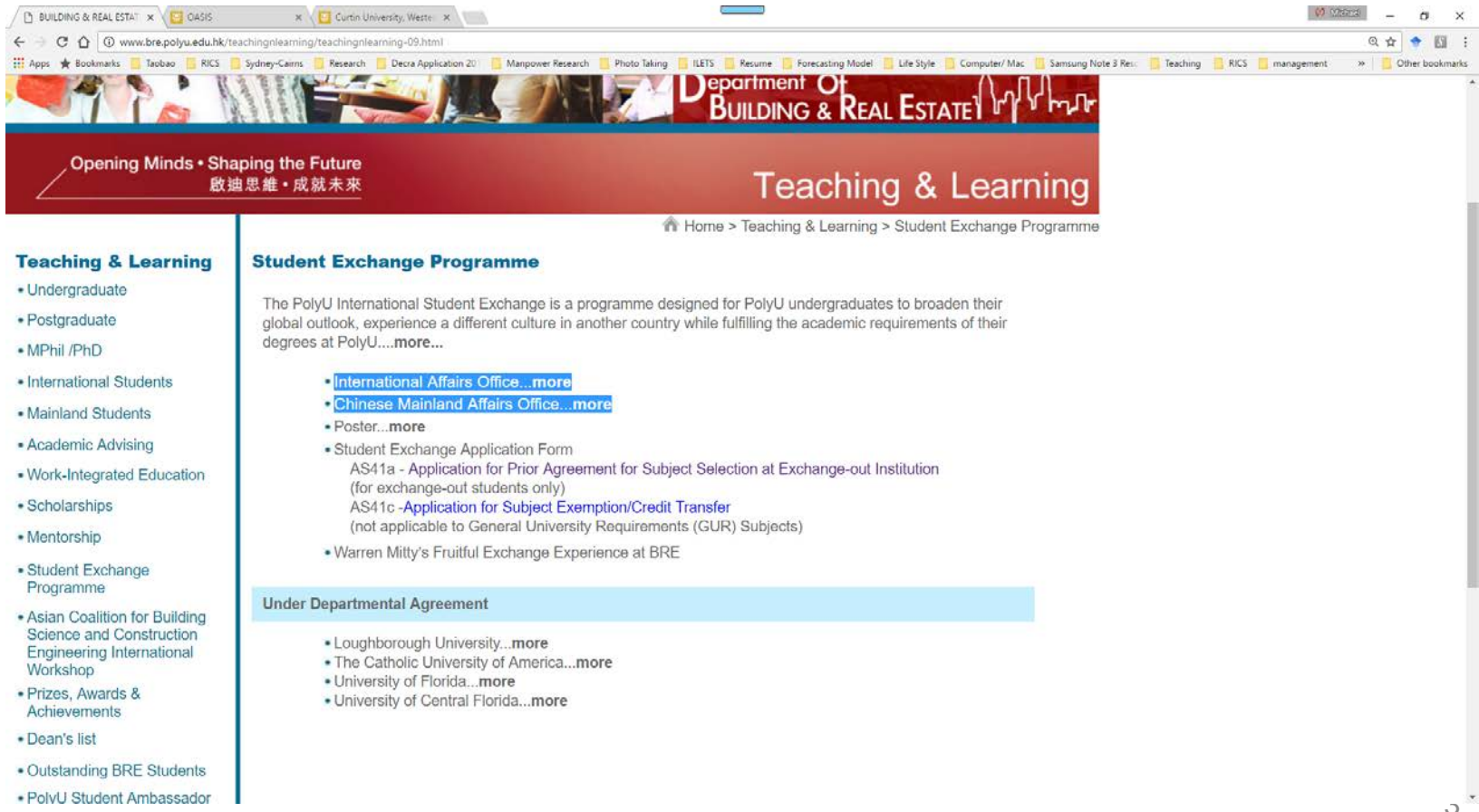
19 March 2018

Opening Minds • Shaping the Future  
啟迪思維 • 成就未來

# Exchange Officer & Supporting Staff

- Dr. Sun Yi
- Dr. Michael Sing
- Ms Janice Lau – Student Affair and Services
- If you have any queries, please send it to  
**[bre.exchange@polyu.edu.hk](mailto:bre.exchange@polyu.edu.hk)**

# Credit Transfer



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Department Of BUILDING & REAL ESTATE

Teaching & Learning

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## Teaching & Learning

- Undergraduate
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- Prizes, Awards & Achievements
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- Outstanding BRE Students
- PolyU Student Ambassador

## Student Exchange Programme

The PolyU International Student Exchange is a programme designed for PolyU undergraduates to broaden their global outlook, experience a different culture in another country while fulfilling the academic requirements of their degrees at PolyU....more...

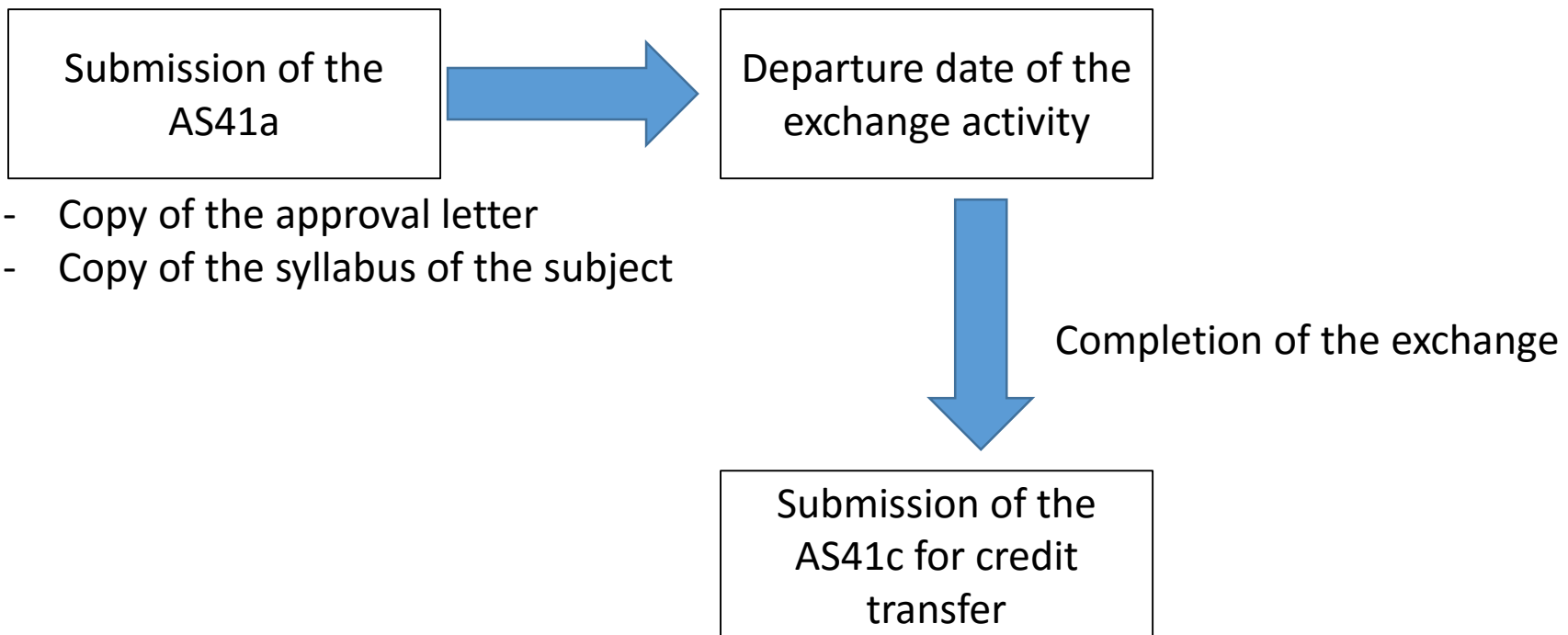
- [International Affairs Office...more](#)
- [Chinese Mainland Affairs Office...more](#)
- Poster...more
- Student Exchange Application Form
  - AS41a - Application for Prior Agreement for Subject Selection at Exchange-out Institution (for exchange-out students only)
  - AS41c - Application for Subject Exemption/Credit Transfer (not applicable to General University Requirements (GUR) Subjects)
- Warren Mitty's Fruitful Exchange Experience at BRE

### Under Departmental Agreement

- [Loughborough University...more](#)
- [The Catholic University of America...more](#)
- [University of Florida...more](#)
- [University of Central Florida...more](#)

# Credit Transfer

Not later than 1 month





A

**APPLICATION FOR PRIOR AGREEMENT FOR SUBJECT SELECTION AT EXCHANGE-OUT INSTITUTION**

(For exchange-out students only)

(Not applicable to Research programmes and PolyU award programmes administered by SPEED)

Please read the notes overleaf before completing this form.

**I. PARTICULARS OF STUDENT**

Name \_\_\_\_\_ Student No. 

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Faculty/ Department \_\_\_\_\_ Programme Title \_\_\_\_\_ 

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 Programme Mode  Full-time  Part-time  Mixed-mode (Please ✓ as appropriate.)

Day-time Contact Number: \_\_\_\_\_ Email address: \_\_\_\_\_ Fax No. \_\_\_\_\_

**II. DETAILS OF EXCHANGE**

Period of exchange: Academic year 20 \_\_\_\_/20 \_\_\_\_  First Semester  Second Semester  Summer Term  
 (Please ✓ as appropriate. More than one ✓ is allowed.)

Exchange Institution: \_\_\_\_\_  
 (please also specify the country)

Expected date of departure: \_\_\_\_\_ Expect to resume study at PolyU in Semester \_\_\_\_\_ of academic year 20 \_\_\_\_/20 \_\_\_\_

**III. LIST OF SUBJECTS TO BE TAKEN AT EXCHANGE-OUT INSTITUTION**

To be completed by the student						To be completed by the Subject Offering Department			
Subjects to be taken				Corresponding subjects offered at PolyU (leave it blank if no corresponding subject can be found)		Prepared to accept as		Reject	Endorsed by
Subject Level	Subject Title	Credit Value	Medium of Instruction	Subject code (credit value)	Subject Title	Subject-to-subject credit transfer (please specify the subject code of corresponding subject)*	Block credit transfer (please specify the recognised level of subject and its corresponding credit-value)*		
				( )			____ (level) ____ (credit)		
				( )			____ (level) ____ (credit)		

\*Please specify the conditions for granting the subject-to-subject credit transfer/block credit transfer in the next page.

(22 June 2015)

# AS41a

Dropbox next to Ng Wing Hong Lab

## Notes to Students

1. This form is for students who have been given initial approval to study at an exchange institution by the International Affairs Office of the PolyU and wish to seek prior agreement from the Department concerned for recognising the subjects/credits to be taken at the exchange institution for fulfilling the award requirement of the current PolyU programme.

2. Students should submit this form (AS41a) in person to the **General Office of the Programme Offering Faculty/Department** as early as possible and not later than one month before the departure date for the exchange activity. They will be informed of the application result in about two weeks' time.

Please note that this form is not applicable to Research programmes and PolyU award programmes administered by SPEED. Please visit the website of Research Office (<http://www.polyu.edu.hk/ro/>) or SPEED (<http://www.speed-polyu.edu.hk/>) for details of the application procedures.

3. Before completing this form, students should study carefully the list of subjects and detailed syllabuses that they intend to take at the exchange institution to initially ascertain whether the subject content and level are equivalent to those specified for their PolyU programme. If students cannot find a PolyU subject that can correspond to the subject offered in an exchange institution, they may leave the column "Corresponding subjects offered at PolyU" blank. In case of doubt, they should consult the programme leader concerned.

4. **The following information should be submitted together with this form in support of the application:**
  - (a) Copy of the approval for participating in the exchange activities issued by your Department/Faculty Office or IAO of the PolyU; and
  - (b) Copies of the syllabus of the subjects to be taken at the exchange institution listed in Section III of the form.

5. In case there are changes to the subjects taken at an overseas institution after the exchange activity commences, students should seek approval for the changes from the General Office of the Programme Offering Faculty/Department first and provide copies of the syllabus of the subjects afresh. The Programme Offering Faculty/Department will liaise with the Subject Offering Departments concerned and advise the student.

6. The approval given in this form is provisional only. Students need to fulfil the conditions specified for each individual subject in this form in order to qualify themselves for subsequent application for credit transfer at the PolyU.

# AS41a – Subject Selection Criteria

Compare *Apples to Apples* . . .  
Anytime, Anywhere.



With the Public Utilities Commission of Ohio's innovative tool, the differences between supplier plans, costs and contract terms are always right in front of you.

# AS41a – Example

Exchange Institution		BRE
Building Technology	BRE361	Construction Technology and Materials II
Property Economics	BRE362	Urban Economics and Property Investment
Project Management and Procurement	BRE350	Project Management and Procurement
Structure & Materials 1	BRE204	Structure I
Introduction to Law	BRE206	The Legal Context for Construction and Real Estate
Steel Structures I	BRE302	Structure II
Building Measurement and Estimating	BRE345	Measurement, Documentation & Estimating
Accounting	BRE397	Property Management Accounting
Negotiation and Conflict Resolution	BRE415	Dispute Resolution



# Submission of AS41a

- We encourage students to apply not more than 5 subjects + BRE365 for credit transfer
- You need to submit at least ONE month before your departure
- Please submit your AS41a to the dropbox next to Ng Wing Hong Laboratory.
- We only accept **HARDCOPY!!!** Don't send via email



Thank you!