



**Appendix A to Credit Transfer Policy  
Application Form for Credit Transfer**

Guidance in using this form: Students who apply to be admitted for Year 2 direct entry or to transfer to a programme at a point other than Semester 1 of Year 1 of a four-year undergraduate programme may need to fill out this form for validating credits earned at other institutions. An official transcript and detailed module specifications or course outlines must be attached for each module.

**To be completed by the student:**

Student Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Previous Institution: \_\_\_\_\_

Programme applied for: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Home Address: \_\_\_\_\_

**I am requesting assessment for credit transfer for the following modules:**

Module Name	Credit	Marks/Grade	Name of Institution	Year of Learning

Student Signature: \_\_\_\_\_

Date of Submission: \_\_\_\_\_



## Appendix B to Credit Transfer Policy

### Assessment Recording Form for Credit Transfer

Guidance in using this form:

1. Upon receipt of applications for credit transfer, academic departments will assign an assessor;
2. In assessing the applications, the assessors are expected to compare the learning outcomes of the student's prior learning to corresponding or similar modules offered at XJTLU;
3. To grant credit transfer, the assessors will need to be ensured of clear evidence that there is commensurability of the transferred credits with those of XJTLU and that the student will be able to adapt to their studies of the XJTLU programme they apply for;
4. In doing the assessment, assessors need also to consider the overall requirements for studying the XJTLU programme at a certain level. If the transferred credits are not sufficient, and thus there is constraint preventing the student from admission to XJTLU, the assessor may give recommendations about what extra credit load or specific modules the student may need to take to make admission possible.

**To be completed by Assessor:**

Previous Module Name	Corresponding Module(s) at XJTLU	Credits Equivalent at XJTLU Granted	Comments if any
Overall comments			
Recommendation for admission			

Assessor Signature: \_\_\_\_\_

Date: \_\_\_\_\_