# THE UNIVERSITY OF HONG KONG Graduate School

### To: 3-year PhD Students Registered on September 1, 2011 and thereafter

#### Research Ethics for Graduate Students (GRSC6029/6030/6031/6032/6033)\*

*Research Ethics for Graduate Students* is a compulsory course for 3-year PhD students who registered on September 1, 2011 and thereafter. If you have not taken an equivalent course in previous research degree programme, you must complete GRSC6029/6030/6031/6032/6033 before your probationary period ends. There are five discipline-specific Research Ethics courses. You are kindly advised to select the one intended for your home Faculty. Please refer to the following websites in the Graduate School for details of the courses and enrolment procedures:

Course Timetable and Description: http://www.hku.hk/gradsch/web/student/course/gs/index.htm Course Enrollment Procedure: http://www.hku.hk/gradsch/web/student/course/selection.htm

2. If you have already had equivalent training, you may apply for course exemption using the attached form (document 260/714). Applications will require endorsement from supervisors, Departmental Research Postgraduate Committees and Faculties. Relevant supporting documents which include course syllabus and transcript of studies should be enclosed. The Board of Graduate Studies will consider the applications on a case-by-case basis. Applications should reach the Graduate School at least two weeks before the commencement of the semester.

3. Should you have any further enquiries, please contact the Graduate School (e-mail: <u>gradsch@hku.hk</u> or telephone: 2857 3470).

Graduate School July 2014

\*Remark: GRSC6009 *Research Ethics for Graduate Students* which was offered before September 2013 has been replaced by GRSC6029/6030/6031/6032/6033 from the academic year of 2013-14 onwards.

# THE UNIVERSITY OF HONG KONG

# **Graduate School**

#### Application for Exemption from Research Ethics for Graduate Students GRSC6029 / 6030 / 6031/ 6032 / 6033

#### Notes:

- 1. Part I should be completed by the applicant and Part II the supervisor(s), DRPC Chairperson and FHDC Chairperson. The completed form together with the course syllabus and official examination result of the research ethics course taken before should be submitted to the Graduate School <u>no less than two weeks before the commencement of the semester.</u>
- 2. For enquiries, please contact the Graduate School (Tel: 2857 3470 or e-mail: gradsch@hku.hk).

**Part I - To be completed by Applicant** \* *Please circle as appropriate.* 

Name (in Block Letters):	(Dr./Mr./Miss/Ms./			
		(Surname)	(Given Names)	
University No :		Degree Reg	istration Date: Day Month	Year
Programme:		Study Mode	: Full-time / Part-time*	
Department:		Faculty:		
Reason for Exemption:	Please '🖍' the appro	opriate box.		
Supporting documents, i.e attached.	e. course syllabus and	d official exam result of the re	esearch ethics course taken bef	fore, <u>must</u> be
		rse offered by the Graduate S eted are provided below:	chool of The University of Hor	ng Kong before.
Course Title:			_	· · · · · · · · · · · · · · · · · · ·
Grade obtained:		Total no. of hours:	Year of completion:	
	an equivalent course a completed are provided are provide	• 1	ious research degree programm	e. Details of the
Course Title:			_	· · · · · ·
Grade obtained:		Total no. of hours:	Year of completion:	
Other reasons, plea	ase specify:			
Signature:			Date:	
Part II – To be complete	d by Supervisor/DF	<b>RPC/FHDC</b> Please '✔' the	appropriate box.	
	Recommended fo approval	or Comments	Signature	Date
1) Supervisor(s)	□Yes □No			
2) DRPC Chairperson	□Yes □No			<u> </u>
3) FHDC Chairperson	□Yes □No			

For	Graduate	School	Office	Use
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<b>Part IIIA – To be completed by the Secretariat of the BoGS</b> <i>if the research ethics course previously completed was offered by the Graduate School of The University of Hong Kong</i>
The application for exemption is $\Box$ approved $\Box$ not approved.
Remarks ( <i>if any</i> ):
Signature:      Date:
Name:
<b>Part IIIB</b> – <b>To be completed by the Chairperson of the BoGS</b> <i>if the research ethics course previously completed was</i>
not offered by The University of Hong Kong
The application for exemption is $\Box$ approved $\Box$ not approved.
Remarks ( <i>if any</i> ):
Signature:        Date:
BoGS Chairperson
Part IV – To be completed by the Graduate School
To: Faculty of (Attn.: )
To: Faculty of (Attn.: )   From: Graduate School
To: Faculty of   (Attn.:   )     From: Graduate School   )     Please be informed that the Board of Graduate Studies has approved / has not approved the application.
To: Faculty of (Attn.: )   From: Graduate School
To: Faculty of   (Attn.:   )     From: Graduate School   )     Please be informed that the Board of Graduate Studies has approved / has not approved the application.
To: Faculty of   (Attn.: )     From: Graduate School   )     Please be informed that the Board of Graduate Studies has approved / has not approved the application.
To: Faculty of   (Attn.:   )     From: Graduate School   )     Please be informed that the Board of Graduate Studies has approved / has not approved the application.     Remarks ( <i>if any</i> ):
To: Faculty of   (Attn.:   )     From: Graduate School   )     Please be informed that the Board of Graduate Studies has approved / has not approved the application.   Remarks ( <i>if any</i> ):     Please notify the applicant and the supervisor(s) of the above decision.   ASE will be requested to create an enrollment record for the student concerned by the end of the semester in which the course is offered and your Faculty will then be asked to enter the grade "EX" for the student in the SIS using Quick Enroll.
To: Faculty of   (Attn.:   )     From: Graduate School   )     Please be informed that the Board of Graduate Studies has approved / has not approved the application.   Remarks ( <i>if any</i> ):     Please notify the applicant and the supervisor(s) of the above decision.   ASE will be requested to create an enrollment record for the student concerned by the end of the semester in which the course is offered and your Faculty will then be asked to enter the grade "EX" for the student in the SIS using Quick Enroll.
To:   Faculty of   (Atn.:   )     From:   Graduate School   )     Please be informed that the Board of Graduate Studies has approved / has not approved the application.   Remarks ( <i>if any</i> ):     Please notify the applicant and the supervisor(s) of the above decision.   ASE will be requested to create an enrollment record for the student concerned by the end of the semester in which the course is offered and your Faculty will then be asked to enter the grade "EX" for the student in the SIS using Quick Enroll.     Please notify the applicant and the supervisor(s) of the above decision.   The student in the SIS using Quick Enroll.     Please notify the applicant and the supervisor(s) of the student concerned by the end of the semester in which the course is offered and your Faculty will then be asked to enter the grade "EX" for the student in the SIS using Quick Enroll.     Thank you.   Thank you.

Graduate School September 2015