

**THE UNIVERSITY OF HONG KONG Graduate School**

**Application for Exemption from Graduate School / Faculty / Departmental Courses**

*(for MPhil / 4-year PhD students)*

 220/1019

**Notes:**

1. Please fill in ONE form for EACH application for course exemption.
2. Part I and II should be completed by the applicant, and Part III the supervisor(s), DRPC Chairperson and FHDC Chairperson. The completed form together with the course syllabus and official examination result of the course taken before should be submitted to the Graduate School preferably no less than two weeks **before** commencement of the semester.

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 delete as appropriate.*

Name (in Block Letters): (Dr./Mr./Miss/Ms./Mrs)\*

(Surname) (Given Names)

University No : Degree Registration Date:

Day Month Year

Programme: Study Mode: Full-time / Part-time\*

Department: Faculty:

**Part II - To be completed by Applicant** *\* Please delete as appropriate.*

Course To be Exempted (*Please ‘**’ the appropriate box.)*

Graduate School Course

Course Code and Title:

Faculty / Departmental\* Compulsory / Elective\* Course

Course Code and Title:

 Justifications (*Please ‘**’ the appropriate box.)*

*Supporting documents, i.e. course syllabus and official exam result of the course(s) taken before, or proof of employment (as deem appropriate),* ***must*** *be attached.*

 I have completed an equivalent course in my previous postgraduate/ research\* degree programme. Details of the course previously completed are provided below:

Programme Title: Year of completion:

Course Title:

Grade obtained: Total no. of hours:

 Other reasons, please specify:

Signature: Date:

**Part III - To be completed by Supervisor(s)/ DRPC/ FHDC** (*Please ‘**’ the appropriate box.)*

**Recommended for**

**approval Comments Signature Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **1) Supervisor(s)** | Yes | No |   |
| **2) DRPC Chairperson** | Yes | No |   |
| **3) FHDC Chairperson** | Yes | No |   |

**For Graduate School Office Use**

**Part IVA – To be completed by the Dean of the Graduate School or his/her designate**

The application for course exemption is □ approved □ not approved.

Remarks (*if any*):

Signature:

 Date:

Programme Director, Graduate School

**Part IVB – To be completed by the Graduate School**

To: Faculty of (Attn.: ) From: Graduate School

Please be informed that the Dean or his/her designate, on behalf of the Graduate School, has approved / has not approved the application. Remarks (*if any*):

Please notify the applicant and the supervisor(s) of the above decision.

For Faculty/Departmental/School courses that have been granted exemption, Faculties are reminded to create enrollment record(s) for students, while the Graduate School will do so by the end of the semester in which the course(s) is/are offered for Graduate School courses.  Faculties shall then enter the grade “EX” in the SIS using Quick Enroll for all courses that have been granted exemption.  Unit of such enrollment should be entered as zero.  Please contact the ITS Service Desk (email: ithelp@hku.hk, tel: 3917-0123) for enquires concerning the Quick Enroll function.

Thank you.

Signature:

Date:

Name:

Graduate School

September 2021