



Graduate School

Application for Exemption from the coursework component on research conduct
GRSC6101 & 6102
(for 3-year PhD students only)

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 conduct 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 circle as appropriate.

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

University No : [grid] Degree Registration Date: [grid] Day Month Year

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

Department: Faculty:

Justifications: (Please '✓' the appropriate box.)

Supporting documents, i.e. course syllabus and official exam result of the research conduct course taken before, must be attached.

I have completed a course on research conduct/ethics offered by the Graduate School of The University of Hong Kong before. Details of the course previously completed are provided below:

Course Title: Grade obtained: Total no. of hours: Year of completion: [grid]

I have completed an equivalent course on research conduct in my previous research degree programme. Details of the course previously completed are provided below:

Course Title: Grade obtained: Total no. of hours: Year of completion: [grid]

Other reasons, please specify:

Signature: Date:

Part II - To be completed by Supervisor/ DRPC/ FHDC Please '✓' the appropriate box.

Table with 5 columns: Recommended for approval, Comments, Signature, Date. Rows for Supervisor(s), DRPC Chairperson, and FHDC Chairperson.

**For Graduate School Office Use**

**Part IIIA – To be completed by the Graduate School** *if the research conduct/ethics course previously completed was offered by the Graduate School of The University of Hong Kong*

The application for course exemption is  approved  not approved.

Remarks (*if any*):

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

Name:

**Part IIIB – To be completed by the Dean of the Graduate School or his/her designate** *if the research conduct course previously completed was not offered by The University of Hong Kong*

The application for exemption is  approved  not approved.

Remarks (*if any*):

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

Dean, Graduate School

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

To: Faculty of \_\_\_\_\_ (Attn.: \_\_\_\_\_ )

From: Graduate School

Please be informed that 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.

The Graduate School will request the ASE 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 contact the ITS Service Desk (email: [ithelp@hku.hk](mailto:ithelp@hku.hk), tel: 3917-0123) if there are queries on using Quick Enroll.

Thank you.

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

Name: