

**THE UNIVERSITY OF HONG KONG
GRADUATE SCHOOL**

**Application for Exemption from Graduate School/ Faculty/ Departmental Courses
(for MPhil/ 4-Year PhD Students)**

Notes:

1. Please submit a separate form for the exemption of each course.
2. Applicants should complete Part I and II, and seek endorsement from their supervisor(s), DRPC Chairperson and FHDC Chairperson in Part III.
3. Applicants should provide relevant supporting document(s), e.g. course syllabus concerned and official transcript, employment proof, for consideration.
4. The completed form and supporting document(s) should reach the Graduate School preferably **two weeks before commencement of the semester.**

Part I: Personal Particulars

Name in BLOCK letters: (Dr/ Mr/ Miss/ Ms/ Mrs) *

(Surname)

(Given Name)

University No.:

Degree Registration Date:

D	D	M	M	Y	Y	Y	Y

Programme: MPhil / 4-year PhD *

Study Mode: Full-time / Part-time *

Department: _____

Faculty: _____

Contact Tel. No.: _____

Email: _____

Part II: Course Exemption[^] Graduate School Course Faculty/ Departmental* Course (Compulsory / Elective*)

Course Code	Course Title

Justifications[^]:

I have completed the following course in my previous **taught/ research** * postgraduate degree programme:
(the course syllabus and official transcript are provided)

Programme Title: _____

Year of Completion: _____

Course Title: _____

Grade Obtained: _____ Total No. of Hours: _____

I have worked full-time for 6 months or more (applicable to GRSC6108 Online Transferable Skills Programme)
(the employment proof is provided)

Other reasons (please specify): _____
(the relevant supporting document(s) is/are provided)

* Please delete as appropriate.

[^] Please tick as appropriate

Signature: _____

Date: _____

Part III: Supervisor(s)/ DRPC/ FHDC Recommendation ([^]Please tick as appropriate)

	Recommended for Course Exemption^	Comments	Signature	Date
1) Supervisor(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
2) DRPC Chairperson	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
3) FHDC Chairperson	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____

For Graduate School Office Use

Part IV: Graduate School Approval *(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 V: Notification to Faculty *(to be completed by the Graduate School Office)*

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 / not approved** the course exemption application.

Remarks (if any):

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

For Faculty/Departmental courses that have been granted exemption, Faculties are reminded to create enrolment records for students in SIS, whereas the Graduate School will do so for Graduate School courses by the end of the current semester. **All RPg courses are non-credit bearing and the course unit should be entered as zero. Faculties are also reminded to enter the grade “EX” via Quick Enroll for ALL courses that have been granted exemption by the end of the semester.** For enquires concerning the Quick Enroll function, please contact the ITS Service Desk (email: ithelp@hku.hk; tel: 3917-0123).

Thank you.

Signature: _____ Date: _____

Name in BLOCK: _____, Graduate School