

**THE UNIVERSITY OF HONG KONG  
GRADUATE SCHOOL**

**Application for Exemption from Graduate School Research Conduct Modules  
GRSC6101 and GRSC6102 (for 3-Year PhD Students Only)**

**Notes:**

1. Applicants should complete Part I and II, and seek endorsement from their supervisor(s), DRPC Chairperson and FHDC Chairperson in Part III.
2. Applicants should provide relevant supporting documents, e.g. course syllabus concerned and official transcript, for consideration.
3. The completed form and supporting documents 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: 3-year PhD

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

Department: \_\_\_\_\_

Faculty: \_\_\_\_\_

Contact Tel. No.: \_\_\_\_\_

Email: \_\_\_\_\_

**Part II: Course Exemption Justifications<sup>^</sup> (the course syllabus and official transcript are provided):**

I have completed the following research conduct course offered by **HKU Graduate School/ another institution** \* 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: \_\_\_\_\_

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

\* Please delete as appropriate.

<sup>^</sup> Please tick as appropriate

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

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

**Part III: Supervisor(s)/ DRPC/ FHDC Recommendation (<sup>^</sup>Please tick as appropriate)**

	Recommended for Course Exemption <sup>^</sup>	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**

**a) For completion of research conduct course offered by HKU Graduate School**  
(to be completed by the Graduate School Office)

The application for course exemption is:             Approved             Not Approved

Remarks (if any):

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

Name in BLOCK: \_\_\_\_\_, Graduate School

**OR**

**b) For completion of research conduct course not offered by HKU Graduate School**  
(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 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.

The Graduate School will arrange to create enrolment records in SIS for the student by the end of the semester in which the courses are offered. **Faculties are reminded to enter the grade “EX” via Quick Enroll accordingly.** For enquires concerning the Quick Enroll function, please contact the ITS Service Desk (email: [ithelp@hku.hk](mailto:ithelp@hku.hk); tel: 3917-0123).

Thank you.

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

Name in BLOCK: \_\_\_\_\_, Graduate School