

THE CHINESE UNIVERSITY OF HONG KONG
Graduate School
Application Form for Course and Unit Exemptions

Notes to Student

1. Student should read carefully the "Policy on Course and Unit Exemption for Postgraduate Students" overleaf before completing the form.
2. Student should complete Section I and submit the application form with application fee and required documents to the Graduate Division for consideration.
3. Course and Unit Exemption fee (per application) is HK\$160.00.

Section I (To be completed by Student)

Name (English) _____ Student I.D. No. _____

Programme _____ Degree _____ Full-time Part-time

Total number of units required for graduation _____ Course exemption ONLY Course and Unit exemption
 (If MPhil/PhD, please count lecture courses only)

1. PG Course(s) at CUHK applied for Exemption

Course Code	Course Title	Unit(s)

2. Postgraduate Degree or Equivalent Course(s) taken at CUHK/Other Tertiary Institution(s):

Course Code	Course Title	Unit(s) Gained	Grade Obtained	UG level course (Y/N)	Name of Institution

3. Seek exemption for courses by working experience / professional qualification / exchange programme attended / others (please indicate)

Signature _____ Date _____

Section II (To be completed by Supervisor(s)/Programme Co-ordinator and Head of Graduate Division)

Supervisor(s)/Programme Co-ordinator

- Exemption **NOT** Recommended
- Exemption Recommended for the following Course(s) at CUHK

Course Code	Course Title	Unit(s)

- Corresponding Units Exempted from Programme Requirements
- Yes _____ Units No

Signature _____ Date _____

Head of Graduate Division

- Exemption **NOT** Recommended
- Exemption Recommended

Signature _____ Date _____

[For Graduate School Use]

Student has been granted approval for units exemption previously	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total number of units exempted previously (% of total unit requirement):	
Total units have been exempted by using UG course(s), including this application (% of total unit requirement) ⁽¹⁾ :	
Total units have been exempted by both PG and UG courses, including this application (% of total unit requirement) ⁽²⁾ :	

Section III (Approval by Dean of Graduate School)

- Approved Not Approved

Remarks _____

Signature _____ Date _____

Notes

- (1) According to the policy, "only up to 15% of the total units required for graduation may be exempted by using undergraduate courses."
 (2) According to the policy, "for taught postgraduate programmes, the total number of units exempted may not exceed half of the required number."

Policy on Course & Unit Exemptions for Postgraduate Students

Type of Qualifications

Qualifications, either gained at other tertiary institutions or at another programme of studies previously undertaken at CUHK, or equivalent, may include:

- (1) courses completed in postgraduate degree or equivalent programmes, irrespective of whether that programme was completed or not;
- (2) where a programme prescribes undergraduate courses, courses completed in undergraduate programmes may also be considered. However, only up to 15% of the total units required for graduation may be exempted by using undergraduate courses;
- (3) courses taken by CUHK students on approved exchange programmes.

In listing all these qualifications, it is not suggested that they shall necessarily be recognized, as the decision in each case will rest with the recommendation of the Graduate Division Head concerned and subject to approval by the Dean of the Graduate School on a case-by-case basis, taking into account individual circumstances. Students should consult the Graduate Division concerned on the possibility of granting course and unit exemptions before making application.

General Principles of Exemption

- (1) It is up to students to initiate applications. Recommendations should be made by the Graduate Division, to which the student belongs, to the Dean of the Graduate School for his approval.
- (2) For taught programmes, a course taken elsewhere will be recognized as equivalent to a CUHK course if it is comparable in scope and standard, and provides the student with sufficient knowledge to pursue higher level courses at CUHK for which the exempted course is a pre-requisite.
- (3) For research programmes, exemption may be recommended if the student's training in another postgraduate degree programme is considered to be of sufficient standard to warrant exemption from a course or certain courses in the CUHK programme.
- (4) In making its evaluation, the Division should take into account the status of the institution where the qualification was gained, the level and content of the course(s) under scrutiny, the grade achieved and how long ago the course was taken. The Division concerned may set a test, if appropriate.
- (5) The Division concerned will decide whether the student, if exempted from a course, is also exempted from the corresponding units in his/her CUHK programme of studies, or (s)he will have to take another course to make up the units. The student cannot take a course for which exemption has been granted.
- (6) For taught programmes, the total number of units exempted may not exceed half of the required number.
- (7) Courses exempted under this policy will not count in GPA calculations and will appear on transcripts only as the total number of units recognized as equivalent.

Application Procedure

Students may submit applications for course and unit exemption either in paper form or via the Chinese University Student Information System (CUSIS) to the Graduate Division concerned during their normative period of study with the following supporting documents:

- (1) certificates/diplomas – copies to accompany applications. Divisions/Graduate School may request to inspect originals from students;
- (2) transcripts – copies to accompany applications. Divisions/Graduate School may request to inspect originals from students; and
- (3) course descriptions – copies of course content of courses taken.

Processing of the applications will start on receipt of all necessary documents and payment of the application fee.

Application Fee

The application fee for course and unit exemption (per application) is HK\$160. The application fee can be paid by the following means:

- (1) Automatic Teller Machine (ATM) cardholder of HSBC or Hang Seng Bank can pay at these banks' ATM by direct crediting the amount into the CUHK bank account '293-005005-013'. For proof of payment, original copy of the ATM receipt should be attached to the application form before submitting to relevant Division; or
- (2) By enclosing a cheque/bank draft made payable to "The Chinese University of Hong Kong"; or
- (3) By EPS at the counter of the Graduate School Office.