

GRADUATE SCHOOL
Research Postgraduate Programmes
Application for Exemption from Taking MCCP Courses

Points to Note:

- (1) Application will only be considered for MCCP6010 and MCCP6020 and upon the recommendation of the respective course instructor.
- (2) In the event you wish to apply for exemption, you should indicate your intention to the course coordinator. The course coordinator will further discuss and assess your eligibility for the application and make a recommendation (including writing an assessment, if appropriate).
- (3) Please make sure you have obtained appropriate approval/endorsement from all parties before passing the form to GS. GS reserves the right to return incomplete application to the applicant and this may result in delays in considering your application.

Name: _____
(surname in capital letters)

Student No.: _____

Programme*: ☐ MPhil ☐ PhD

Study Mode*: ☐ Full-time ☐ Part-time

Department: _____

Contact No.: _____

Commencement Date: _____

** Please tick where appropriate.*

I would like to apply for exemption from taking the following MCCP course(s) (Please tick as appropriate):

☐ **MCCP 6010 Teaching University Students**

1. Do you have any university teaching experience? Yes/No

If yes, please elaborate: _____

(Please provide teaching evaluation / appointment letter or other verification(s) if applicable)

2. Have you attended any course(s)/workshop(s) that was/were related to teaching university students?

Yes/No

If yes, please elaborate: _____

(Please provide course syllabus and transcript or other verification(s) if applicable)

3. Other reason(s): _____

☐ **MCCP 6020 Advanced English for Academic Purposes**

1. Do you have any previous postgraduate training/experience in academic writing? Yes/No

If yes, please elaborate: _____

(Please provide course syllabus and transcript; publication samples or other verification(s) if applicable)

2. Do you have any previous postgraduate training/experience in academic presentation? Yes/No

If yes, please elaborate: _____

(Please provide course syllabus and transcript; records of academic seminars / conference presentation or other verification(s) if applicable)

3. Would you be using English to present your research in academic seminars/conferences? Yes/No

If no, please elaborate:

4. Other reason(s):

Student's Signature: _____ Date: _____

For Completion by Course Coordinator, Principal Supervisor, Department Head and Faculty/School Dean

	Name	Exemption Recommended	Signature	Remarks/Comments/Assessment (attach separate sheets where necessary)	Date
Course Coordinator		Yes / No			
Principal Supervisor		Yes / No			
Department Head		Yes / No			
Faculty/School Dean		Yes / No			

Personal Information Collection Statement

Persons who supply personal data in their applications to the Graduate School for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. After the applications have been processed, relevant data will be recorded.