



### Course Exemption Form

(for PDEV6800 – Introduction to Teaching and Learning in Higher Education only)

Students may apply for course exemption from PDEV6800 – Introduction to Teaching and Learning in Higher Education if they have met the exemption criteria as outlined in this form. To complete the exemption application, students need to submit this form together with any required supporting document via their ITSC email account and email to [taprog@ust.hk](mailto:taprog@ust.hk).

**Important Notes:**

- Only research postgraduate students (RPGs) who meet the following criteria are eligible for applying for course exemption.
- Only the first part of the course can be applied for exemption and exemption will be granted only if the criteria are met.
- The result – ‘Approval’ / ‘Denied’ – will be communicated to the applicants via email and will also be sent to their departments which can then arrange the teaching assignment (second part) for students.
- The exemption process should take no longer than two weeks if all the required documents are received. However, it is suggested that the applicant should attend the modules of the course before exemption is approved.
- CEI reserves all rights to final decision.

<b>Part A: Personal Particulars</b>	
Surname: _____	First Name: _____
Student ID: _____	ITSC Email: _____@connect.ust.hk
Department: _____	Program: <input type="checkbox"/> MPhil <input type="checkbox"/> PhD
<b>Part B: Teaching Training Background</b>	
<i>Please tick where appropriate and submit the required documents (see Part C for details).</i>	
<input type="checkbox"/> I am a <b>graduate of the GTA Training Program</b> offered by CEI, or previously CELT, and <ul style="list-style-type: none"> <li><input type="checkbox"/> the GTA Training Program was completed with no earlier than six years before the date of program admission at HKUST; <b>or</b></li> <li><input type="checkbox"/> the GTA Training Program six years ago, but with a minimum of three years of teaching / instructional experience, or equivalent, in higher education after graduation.</li> </ul>	<input type="checkbox"/> I am a <b>non-graduate of the GTA Training Program</b> with: <ul style="list-style-type: none"> <li><input type="checkbox"/> a teaching-related training program / course similar to the content and number of hours offered by CEI taken no earlier than three years before the date of program admission at HKUST; <b>or</b></li> <li><input type="checkbox"/> at least three years of relevant full-time teaching / instructional experience, or equivalent, in the higher education setting.</li> </ul>
<b>Part C: Declaration of Applicant</b>	
In submitting this application to the HKUST, CEI, I declare that: <ul style="list-style-type: none"> <li>• I consent to the making of any enquiries necessary for the processing of this application</li> <li>• All information given in this application, including all supporting documents, are complete and true to the best of my knowledge and belief.</li> </ul>	
Signature: _____	Date: _____

**Part C: Exemption Guidelines and Supporting Documents**

This course exemption form needs to be submitted together with the supporting documents as proof of training completion and/or teaching experience. ONLY soft copies of the documents are required. However, CEI reserves the right to ask the applicant for the original copy for verification purposes. All supporting documents have to be issued by authorized organizations and/or institutions.

**Graduates of GTA Training Program (offered by CEI)**

- The applicant completed the GTA Training Program no earlier than six years before the date of program admission at HKUST
  - Certificate of Achievement
- The applicant completed the GTA Training Program provided by CEI (or previously known as CELT) more than six years ago, but with a minimum of three years of teaching / instructional experience, or equivalent, in higher education after graduation.
  - Certificate of Achievement, and
  - Appointment Letter, Employment Contract, or Reference Letter

**Non-Graduates of GTA Training Program**

- The applicant completed a teaching-related training program / course of similar content and number of hours offered by other higher education institutions no earlier than three years before the date of program admission at HKUST
  - Certificate of Achievement
- The applicant has a minimum of three years of relevant full-time teaching / instructional experience, or equivalent, in the higher education setting.
  - Appointment Letter or Employment Contract

**Part D: For CEI uses only**

*\*Delete and tick where appropriate.*

The application *\*met / did not meet* the exemption criteria outlined in this document.

The application is:

- approved and the applicant can proceed to the second part of the course.
- Denied and the applicant is recommended to take PDEV 6800

Remarks:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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