

**The Chinese University of Hong Kong
Faculty of Law**

Course and Unit Exemption Policy for the Master of Laws (LLM) Programmes

LLM students may apply for exemption from the requirement to complete particular courses subject to the following terms and conditions:

- 1) Course exemptions are only available in extenuating circumstances. Students who apply for course exemptions must normally register for and complete another course to replace the course for which a course exemption has been approved.
- 2) Unit exemptions, i.e. course or credit unit waivers, are not available except with special approval.
- 3) Students can only be exempted for courses accounting for up to 50% of the total number of units required for graduation.
- 4) Normally, an application for course exemption will only be approved for the reason that the applicant has already completed a postgraduate degree course of similar content and quality standard with good success. Only up to 50% of the postgraduate degree courses completed in another postgraduate degree programme may be applied towards course and unit exemptions.
- 5) Applications for course exemptions must be submitted to the General Office of the Faculty of Law after enrollment within the first week of the teaching period during which the respective course is offered. Applications must be in writing, specify the reasons for the application and identify the course with which the applicant wants to replace the course for which exemption is sought. Applications must be accompanied by supporting documents. In case that an application for course exemption is made for the reason that the applicant has completed a similar course the following supporting documents must be submitted:
 - i) copy of degree certificate;
 - ii) copy of official transcript; and
 - iii) copy of official course description.
- 6) Applications will only be processed upon receipt of the supporting documents and payment of the application fee (for details regarding the application procedures and payment of the application fee, please refer to the *Postgraduate Student Handbook* which is obtainable online from the Graduate School's website).
- 7) The final decision regarding course exemption lies with the Dean of the Graduate School based on the recommendation of the Associate Dean (Graduate Studies) of the Faculty of Law (being the Head of the Graduate Division) and the Director of LLM Programmes. Decisions regarding the approval of applications for course exemption are within the sole discretion of these persons and made on a case-by-case basis. Students do not have a right to be exempted from any course.