



**Introduction to Body Donation Programme and/or
Visit to Human Anatomy Museum & Dissecting Laboratory**

Application Form

Please complete this application form and return it by fax (Fax number: 2817-0857) or email (email address: hkubdp@hku.hk).

Name of applicant (Organization / Institute)	Chinese:		
	English:		
Address:			
Telephone:	Fax:	Email:	
Contact Person:			
Position:	Mobile number:		
Interested area for the visit: <input type="checkbox"/> Visit to Human Anatomy Museum & Dissecting Laboratory: 40-60 minutes <input type="checkbox"/> Introduction to the Body Donation Programme of HKU: 30 minutes			
Date and time of the visit: <i>(Available for visit: May to August, Mondays to Fridays (9:00am – 12:00 noon and 2:00pm – 5:00pm))</i>			
1 st choice	Date: _____	Time: _____	No. of visitors: _____
2 nd choice	Date: _____	Time: _____	No. of visitors: _____
3 rd choice	Date: _____	Time: _____	No. of visitors: _____
Particulars of Visit (e.g. Class attending, average age, and learning objective, etc)			

Notes for Visitors:

Arrangement of visit

1. Visit is only open to students who are in Secondary 4 or above and members of the general public who are 18 or above.
2. Since the human specimens and bodies in the laboratory can be disturbing to the visitors, the applicant has the responsibility to inform in advance the visitors about the nature of the visit and the visitors need to decide for themselves to join the visit or not (under the supervision of their guardians if the visitors are underage).
3. Application form shall be submitted to us at least 2 months in advance and we will confirm the visit details with applicants via email.
4. Please arrive at the venue on time. The guided tour lasts for half an hour to one and a half hours, depending on the "interested area for the visit" chosen in the application form.
5. Our programme reserves the right to make any adjustments that are deemed necessary to the scheduled visits. The applicant will be informed of the adjustments prior to the visit.

Guidelines for visitors

1. Please follow the instructions of the School's staff during the visit. Visitors should not leave the tour group or enter any restricted areas without permission. The applicant has to arrange adequate manpower to take care of the group.
2. Please switch off mobile phones before entering the Museum.
3. Photo-taking, eating and drinking are prohibited in the Museum.
4. Visitors should not leave marks on or damage any property or exhibit in the Museum.

Cancellation/ re-schedule of scheduled visit

Applicant shall inform the School at 3917-6334 as early as possible in case of cancellation/ rescheduling.

Bad weather/ special arrangement

1. If the Education Bureau announces the suspension of classes of schools, all scheduled visits on that day will be cancelled.
2. Visits will be cancelled if Tropical Cyclone Warning Signal No. 8 or above or Rainstorm Black Warning is issued and/or remains in force two hours before the scheduled visit.
3. In case of other emergencies on the day of visit, the applicant may cancel the scheduled visit at their discretion. In such case, applicant has to inform the School at 3917-6334.

We hereby certify that the information entered is correct. (Form to be signed by the Authorized Officer)

Signature: _____ Name: _____ Post: _____

School/Organization chop: _____ Date: _____