The Hong Kong University of Science and Technology (HKUST)

The School of Engineering

Guide for Applicants for Admission as No-Fee Non-Degree Exchange Students in 2012-13

1. Eligibility for Admission

1.1 The applicant should currently be a registered student at a tertiary institution that has student exchange agreement with the School of Engineering, Hong Kong University of Science and Technology (thereafter referred to as “HKUST”). The applicant should have an educational background deemed satisfactory by HKUST.

1.2 As this is primarily an undergraduate exchange program, applicants are expected to be at a level equivalent to the US undergraduate level. A student who is pursuing a master’s degree at his home university but has not yet obtained a Bachelor’s degree will be taken as an undergraduate student at HKUST.

1.3 Since the HKUST courses are mainly conducted in English, applicants from institutions that do not adopt English as the major medium of instruction are expected to meet any of the following English language requirements:

<table>
<thead>
<tr>
<th>IELTS (International English Language Testing System)</th>
<th>Overall Band</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6.0</td>
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<table>
<thead>
<tr>
<th>TOEFL (Test of English as a Foreign Language)</th>
<th></th>
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<tbody>
<tr>
<td>Paper-based test (PBT)</td>
<td>550</td>
</tr>
<tr>
<td>Computer-based test (CBT)</td>
<td>213</td>
</tr>
<tr>
<td>Internet-based test (iBT)</td>
<td>80</td>
</tr>
</tbody>
</table>

Applicants who are not sure if the above requirements apply to themselves can approach their home institutions for clarification.
2. **Application and Admission**

2.1 Applicants are required to submit the application on-line. After completing the on-line submission, applicants should print a hard copy of the application form and sign it (in Section F). The completed application form that is duly signed by the applicant should then be submitted to the relevant office at his home university which administers the exchange agreement with HKUST, and be endorsed by a responsible officer in that office (in Section G). The application form endorsed by the home university is to be forwarded to HKUST through that office which administers the exchange agreement. Applications submitted directly by applicants are not accepted.

2.2 Applications have to be supported with official transcripts showing the academic standing of the applicants at the home university. Alternatively, grade report printed from web is also acceptable.

2.3 According to laws of Hong Kong, the requirement of obtaining the student visa in order to study in Hong Kong is waived only for those students who have the right of abode in Hong Kong. (Please read point #6 below carefully.) It is important for applicants to understand that those who do not have a valid Hong Kong student visa or the right of abode in Hong Kong will not be allowed to register at HKUST as students.

2.4 The letters of admission will be issued in April for Fall entry and November for Spring entry. It is important for applicants to provide correspondence addresses that are valid from April to May (for Fall entry) and from November to December (for Spring entry). Mailing addresses for receiving other items such as student visa label, transcripts, etc, will be solicited from applicants after admission is confirmed. Separate forms will be required for these purposes.

3. **Course Registration and Enrolment**

3.1 Exchange students are enrolled on courses rather than on specific degree programs at HKUST. Courses taken shall not lead to a degree from HKUST.

3.2 Full list of approved courses at HKUST and course descriptions can be found in the on-line Course Catalogue at [http://publish.ust.hk/prog_crs_ar/ugcourse/index.html](http://publish.ust.hk/prog_crs_ar/ugcourse/index.html). Not all courses are offered every term. The courses offered and class timetables are usually confirmed the week before course registration begins. Before confirmed courses and class offer schedules for the forthcoming term are announced, students are strongly advised to read the course offer information provided for previous terms for reference at [http://www.seng.ust.hk](http://www.seng.ust.hk) → ACADEMICS → Exchange Programs → Exchange Students Coming to HKUST → Course Offer

3.3 While exchange students can choose non-engineering courses to meet their academic needs, it is important for them to be aware that most postgraduate level courses (i.e. courses at or above 5000-level) outside the School of Engineering are closed to exchange students admitted to the School of Engineering. This is especially true with the postgraduate level courses offered by the School of Business and Management. Students admitted to the School of Engineering should not plan on taking business and management courses at postgraduate level. In addition, there are also courses that are earmarked for special programs or groups of students that are not open to exchange students. The following list summarizes the courses that are NOT open to engineering exchange students.

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>(Postgraduate level)</td>
</tr>
<tr>
<td>BTEC</td>
<td>(All)</td>
</tr>
<tr>
<td>CIEM</td>
<td>(All)</td>
</tr>
</tbody>
</table>
3.4 Enrolment into any course is subject to fulfillment of course prerequisites, if any, and to availability of class quota at the time of course registration.

3.5 Exchange students are expected to enroll in at least 12 credits and not more than 18 credits per term. Requests to deviate from these regulations are subject to approval by HKUST.

3.6 While students are expected to take mainly courses at undergraduate level, enrolment into postgraduate engineering courses may be possible on condition that class quota is available and permission by the course instructors is obtained.

3.7 Students who plan to work on research projects only without taking any other courses are normally not accepted.

3.8 Exchange students will attend classes, tests and examinations as required by the courses in which they have enrolled. They will be subject to the same academic regulations of
HKUST, like all other regular students. The course grades and credits earned, if any, will be officially recorded on their transcripts.

4. Certification of Study

An academic transcript reporting the student's courses completed at HKUST will be issued at the end of the agreed period of study. A copy of the transcript will also be sent to the office at the applicant’s home university which administers the exchange agreement. The recipient would usually be the officer who endorses the application for admission to HKUST, unless specified otherwise by the applicant. Exchange students are required to complete a transcript request form upon arrival which authorizes HKUST to send their official transcripts to their respective home universities. Official transcripts will not be issued to students who do not submit the signed transcript request form to HKUST.

5. Duration of Exchange Period and Extension

5.1 The exchange period can be 1 term long or 2 terms long. The period must be indicated by the applicant on the application form by ticking against the appropriate box in Section B of the form. Each term has fourteen weeks of scheduled classes, followed by the final examination period.

In 2012-13, the provisional term dates are:
Fall 2012: 10 September 2012 – 21 December 2012
Spring 2013: 1 February 2013 – 29 May 2013

5.2 Exchange students who wish to extend their study period from the Fall Term to the Spring Term are required to complete an extension application form obtainable from HKUST School of Engineering. The request for extension is subject to approval by the student’s home university and the final approval by HKUST School of Engineering. Extension from the Spring Term to the Fall Term of the following academic year is normally not allowed.

6. Visa

6.1 Overseas exchange students must obtain a student visa if they wish to come to Hong Kong to study unless they have the right of abode in Hong Kong. While HKUST will assist the admitted exchange students in applying for the student visa in Hong Kong, HKUST bears no responsibility with regard to the issue of the student visa. Any inconvenience or extra costs resulted from the delay of the issue of visa is to be borne by the students. Further information on student visa can be obtained from the web site of the Hong Kong Immigration Department at http://www.info.gov.hk/immd or by sending e-mails to enquiry@immd.gov.hk.

6.2 The name of student that appears on the official admission letter issued by HKUST must match the name that appears on the passport which is used for the Hong Kong student visa application. To ensure consistency, applicants are required to attach a copy of the photo page of their passports to the application form for admission.

6.3 A student who does not yet have a valid passport at the time of applying for admission should proceed to apply for the passport as soon as he decides to apply to HKUST for admission. A copy of the photo page should be sent to HKUST once the passport is available in order to obtain the visa in time.

6.4 Students who have the right of abode in Hong Kong do not need to apply for the Hong Kong student visa. Such students are required to attach a copy of their Hong Kong
identity cards (both sides) to the application for admission instead of a copy of the passport.

7. **Financial Assistance**

There is no financial assistance scheme for exchange students. It is, therefore, important for exchange students to ensure that they have adequate financial support while they are in Hong Kong. For students who do not have the right of abode in Hong Kong and thus require a student visa to study in Hong Kong, proof of sound financial standing is required by the Hong Kong Immigration Department to support the application for student visa.

8. **Accommodation**

Exchange students are usually assigned on-campus accommodation if they return the housing application form by the specified deadline, which is made known to students in the admission package. Like all undergraduates on campus, exchange students are assigned to undergraduate halls of residence, where only twin rooms or triple rooms are available. More information on on-campus housing can be found at the following website: [https://sao.ust.hk/housing/index.html](https://sao.ust.hk/housing/index.html).

Owing to the double cohort of undergraduate intake, only a very limited number of dormitory places are available on campus to exchange students in 2012-13. Exchange applicants should check with their home institutions if they should apply for the exchange program or not. Applicants who declare in the application form that they do not need on-campus housing will not be assigned any on-campus housing, and are responsible for securing accommodation on their own. Please understand that HKUST does not have the resources to help students search for off-campus housing options. Students who are not promised on-campus housing by HKUST and fail to secure off-campus accommodation will have to abort the exchange program in the end, even after arriving in Hong Kong. Students who do not require on-campus accommodation must send in an exact residential address in Hong Kong to HKUST PRIOR TO their arrival in Hong Kong. Students who fail to supply a residential address in Hong Kong will not be allowed to register with HKUST.

9. **Student Facilities**

Exchange students will have access to all on-campus educational, sports and recreational facilities enjoyed by regular students of HKUST. Details of student facilities available can be found at [https://sao.ust.hk/facilities/index.html](https://sao.ust.hk/facilities/index.html).

10. **Health Care and Medical Insurance**

10.1 Exchange students, like any other full-time students, can enjoy out-patient services in the on-campus Medical Clinic and dental services at the on-campus Student Dental Clinic.

10.2 HKUST does not have its own hospital. In the case where hospitalization is required, the exchange student will have to seek admission to a government or private hospital.

10.3 The medical expenses incurred in a hospital can be huge. Therefore, in their own interest, all exchange students are required to have sufficient insurance protection covering the entire exchange period. Students MUST choose to subscribe to the insurance plan recommended by HKUST, OR obtain a comparable plan elsewhere. Exchange students will be required to submit details of their insurance coverage to HKUST for verification, and those that are deemed not comparable will NOT be
accepted. Details of the insurance coverage requirements will be provided to exchange students in the admission package.

10.4 More details on health care and insurance are provided at the following website at http://sfao.ust.hk/insurance/info_nontravel.html.