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 2015-16

1. **Eligibility for Admission**

1.1 Applicants should currently be registered students at their home institutions that have student exchange agreements with the School of Engineering, The Hong Kong University of Science and Technology (thereafter referred to as “HKUST”). Applicants 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. Students who are pursuing a master’s degree at their home institution but have not yet obtained a Bachelor’s degree will be taken as undergraduate students 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>
<th>6.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL (Test of English as a Foreign Language)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper-based test (PBT)</td>
<td>550</td>
<td></td>
</tr>
<tr>
<td>Computer-based test (CBT)</td>
<td>213</td>
<td></td>
</tr>
<tr>
<td>Internet-based test (iBT)</td>
<td>80</td>
<td></td>
</tr>
</tbody>
</table>

Applicants who are not sure if the above requirements apply to themselves may 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 application, applicants should print two hard copies of the application form. One is for submission to the exchange/international office at their home institutions for their record, and another one is for students’ own reference. Applications without official nomination from their home institutions in advance will NOT be considered.

2.2 Applications have to be supported with a copy of students’ passport photo page and official transcripts (grade report printed from web is also acceptable) showing the academic standing of the applicants at the home institutions.

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. (Details please refer point #6 below.) 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 by HKUST and be distributed to students via their home institutions in April for Fall entry and October for Spring entry.

3. **Course Registration and Enrolment**

3.1 Exchange students are enrolled in courses rather than in 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/index.html](http://publish.ust.hk/prog_crs/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 → ACADEMICS → Exchange Programs → Exchange Students Coming to HKUST → Course Offer](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: (subject to revise without prior notice)

- ACCT (Postgraduate level)
- BTEC (All)
- CBME (All)
- CIEM (All)
- CSIT (All)
- ECON (Postgraduate level)
- EEMT (All)
- EESM (All)
- EMBA (All)
- ENEG (All)
- ENVS (All)
EVSM (All)
FINA (Postgraduate level)
FYTG (All)
GBUS (All)
GFIN (All)
HLTH (All)
HMMA (All)
IBTM (All)
IDPO (All)
IMBA (All)
ISOM (Postgraduate level)
IROP (All)
JEVE (All)
LABU (All)
LAGR (All)
MAFS (All)
MALS (All)
MARK (Postgraduate level)
MESF (All)
MGCS (All)
MGMT (Postgraduate level)
MIMT (All)
NANO (All)
PDEV (All)
SBMT (All)
SCED (All)
SCIE (All)
SHSS (All)
SISP (All)
SSMA (All)
TEMG (All)
TYSP (All)
UROP (All)

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.

3.9 All credit transfer matters are handled in accordance with the regulations of exchange students’ home institutions, with which the approving authority rests. It is the student’s responsibility to confirm the credits and courses to be transferred with their home institutions before they register for any course, and definitely before the end of the
Add/Drop period. Requests to drop a course after the Add/Drop period (or the Extended Drop deadline in the case of PG courses) on the grounds that the courses or credits will not be recognised by students’ home institutions are NOT accepted.

3.10 Exchange students will later be asked to submit a list of their preferred engineering courses after receiving acceptance packages from HKUST.

4. Certification of Study

A copy of the official transcript from HKUST will be sent to exchange students’ home institutions, and another copy will be send to exchange students unless prior agreement is made between HKUST and their home institutions. Students are required to complete a transcript request form upon arrival which authorizes HKUST to send their official transcripts to their home institutions. 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 one term long or two terms long. Each term has 13 weeks of scheduled classes, followed by the final examination period.

In 2015-16, the provisional term dates are (including final examination periods):
Fall 2015: 1 September 2015 – 19 December 2015

5.2 Exchange students who wish to extend their study period from the Fall Term to the Spring Term are required to obtain consent from their home institutions then submit a request to the HKUST School of Engineering. The request for extension is subject to 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](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 input their personal particulars in Section A that are the same with their passports.

6.3 Students who do not yet have a valid passport at the time of applying for admission should proceed to apply for the passport as soon as they decide 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 submit a copy of their Hong Kong
identity cards (both sides) to the application for admission instead of a copy of the passport.

7. **Finance**

It is 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 shared 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).

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, all exchange students are required to have sufficient insurance protection covering the entire exchange period. Students MUST subscribe to the insurance plan required by HKUST unless prior agreement is made between HKUST and their home institutions.