

THE UNIVERSITY OF HONG KONG

NOTES FOR VISITING STUDENTS

A. GENERAL INFORMATION

Applicants who do not wish to follow a full degree course at this University may be admitted to the University as visiting students to attend courses of study in a degree, diploma or other University curriculum, or to undertake postgraduate research studies or such other studies as may be prescribed by the Head of the Department concerned.

B. ADMISSION REQUIREMENTS AND PROCEDURES

Admission Requirements

To qualify for admission as a visiting student, an applicant should have the educational standards in the English language and in the subjects of his or her choice which are considered adequate by the Head of the Department concerned. The University is unlikely to have sufficient places for all those applying for admission as visiting students and will therefore select those most likely to benefit from studies at the University.

Application Procedures

Please refer to <<http://www.als.hku.hk/admission/exchange/incoming/Visiting>>

Documents required are:

- (a) evidence of proficiency in English, e.g. TOEFL scores, if English is not the applicant's first language; and
- (b) true / certified copies of certificates and academic transcripts relevant to the application. If these are not in English, they must be accompanied by a certified translation in English.

Closing Dates

The closing dates for applications to follow courses of study in a Bachelor's, taught Master's or other coursework curriculum are normally:

- (a) for admission in the first semester in September: May 31 of the same year.
- (b) for admission in the second semester in January: September 30 of the preceding year.

Early application to Faculty of Law (before March 1 for first semester admission and August 1 for second semester admission) is strongly advised as places on law courses are limited.

The closing date for applications to undertake postgraduate research studies or such other duties as may be prescribed by the Head of the Department concerned is three months before the intended date of registration.

C. REGULATIONS

The relevant regulation, General Regulation G15, may be found at <<http://www.hku.hk/pubunit/dr.html>>.

D. REGISTRATION

Applicants who have been granted approval to attend courses of study in a Bachelor's, taught Master's, or other coursework curriculum are permitted to register only on the first day of each semester. The first semester begins in September and the second in January. Those who have been granted approval to undertake postgraduate research studies or such other studies as may be prescribed by the Head of the Department concerned are normally permitted to register on the first day of any calendar month during a year.

E. COURSE SELECTION AND EXAMINATIONS

Course Selection

Visiting students should select courses according to the regulations, procedures, and rules being laid down from time to time by the Faculty and the Department concerned. The number of courses selected should not normally exceed those offered to regular students of the University. Visiting students undertaking postgraduate research studies or other kinds of approved studies should participate in academic activities as prescribed by the Department Heads, or the supervisors concerned, if supervisors have been appointed. More detailed information on the courses offered by the University is available at <http://www.hku.hk/pubunit/dr.html>.

Visiting students may be admitted to read the Diploma / Certificate course in Chinese Language offered by the School of Chinese in the Faculty of Arts if they do not intend to attend these courses for the full duration. Other than these courses, all courses offered by the School of Chinese are taught in Chinese and are designed for students whose first language is Chinese. Candidates must be fully proficient in both written and spoken Chinese if they wish to study courses in this School.

Coursework and Examinations

Applicants who wish to participate in coursework and / or sit University examinations or class tests should indicate this clearly in their applications for admission. A request for permission to participate in coursework and / or sit examinations or class tests shall not normally be approved unless it is made at the time of admission.

Subject to approval from the Board of the Faculty or the committee concerned, a visiting student may sit University examinations at time specified in the degree regulations or syllabuses. No special arrangements will be made for a visiting student to sit University examinations at other times. For many courses of study, examinations are conducted at the end of each semester, in December and May. However, as the period of examination may vary depending on the curriculum in which a course of study is offered, candidates should find out from the University in advance the examination period for their intended courses of study to ensure that they are able to attend the examinations.

F. CREDIT TRANSFER AND TRANSCRIPT

Transfer of Credit to Home Institution

Applicants who are current students of other universities and who wish to seek credit transfer for the work done as visiting students of this University towards the qualification for which they are registered in their own university should produce evidence that their home university has approved the proposed courses of study or research project.

Transcript and Certificate of Attendance

Visiting students who have participated in the coursework and / or taken the examinations or class tests of their courses of study may apply for a transcript of their academic record (which will give information on the courses attended and their performance in examinations and / or class tests) on completion of their studies in the University. A visiting student who has not participated in any coursework and examinations / class tests may apply for a certificate of attendance. Application form for transcript can be downloaded at <http://www.ase.hku.hk/asoffice> or obtained from the Academic Services Office.

G. FACILITIES AND ACCOMMODATION

Visiting students generally have access to all the facilities provided for regular students, including health service, student counselling, physical education and recreation facilities and a Students' Union to which a large number of clubs and societies are affiliated.

The University will try to assist applicants from overseas in finding accommodation. Visiting students may apply to live in one of the University's halls of residence; however, accommodation in these halls of residence is limited. Private housing in Hong Kong is extremely expensive and difficult to obtain, and it is in the applicants' own interests to ensure that suitable accommodation is available in Hong Kong before they arrive.

H. UNIVERSITY FEES FOR THE ACADEMIC YEAR 2017-2018

Application fee	HK\$350 (non-refundable)
Composition fee ^(a) (for full-time UGC-funded programmes only)	
for the academic year 2017-2018	HK\$42,100 (for local students)
	HK\$146,000 (for non-local students ^(b))
for each / part of the semester in 2017-2018	HK\$21,050 (for local students)
	HK\$73,000 (for non-local students ^(b))

Composition fees for students attending studies extending over different periods are calculated as follows:

For research programmes	for studies extending over an academic year	the annual composition fee for the curriculum
	for studies of less than an academic year	25% of the annual composition fee for the curriculum for each 3-month period
For all other curricula	for studies extending over an academic year	the annual composition fee for the curriculum
	for studies of a semester or part of a semester	50% of the annual composition fee for the curriculum

- (a) The composition fee is payable in single payment in advance at the time an offer of admission is accepted.
- (b) There are differential composition fees for local and non-local students. According to the definition laid down by the University Grants Committee, non-local students are persons entering Hong Kong for the purpose of education with a student visa / student entry permit issued by the Director of Immigration.
- (c) For non-local students, it is estimated that a minimum of HK\$229,000 (*i.e.* approx. US\$29,360) per year will be required to cover general living expenses, charges of hall of residence and composition fees; this does not cover incidental expenses and expenses on books and equipment.
- (d) The University does not offer any form of financial support for visiting students and visiting students are not eligible for any scholarships, bursaries or loans. Overseas applicants taking the Diploma / Certificate in Chinese Language course are required, before their arrival, to provide the University with a guarantee, from a bank or from the consulate of their country in Hong Kong, that they will have sufficient funds available to them in Hong Kong to meet the cost of their studies.

I. FURTHER INFORMATION

Enquiries on academic matters

Admissions Office, MG14, Ground Floor, Main Building
The University of Hong Kong, Pokfulam Road, Hong Kong
Tel.: (852) 3917 5886 Fax.: (852) 3585 0883 E-mail: admissions@hku.hk

Enquiries on non-academic matters (including accommodation and visa requirement)

Centre of Development and Resources for Students, 3/F Meng Wah Complex
The University of Hong Kong, Pokfulam Road, Hong Kong
Tel.: (852) 2859 2305 Fax.: (852) 2546 0184 E-mail: cedars@hku.hk