

**Cross-Institutional Course Enrolment Scheme between
CityUHK College of Liberal Arts and Social Sciences (CLASS)
and HKUST Academy of Interdisciplinary Studies (AIS)**

**Course Selection Form for CityUHK CLASS students
Taking Course(s) Offered by HKUST, Semester A, 2024/25**

Please submit the completed form to the College by 6 August 2024.

Notes:

- CityUHK CLASS students who wish to take courses offered by HKUST must provide their personal particulars by completing Section A as required for course registration and student record purpose.
- A CityUHK CLASS student can attend up to NINE (9) credit units per semester at HKUST.
- Courses taken at HKUST will also be counted towards the study load at CityUHK.
- Students are responsible for ensuring no time clashes in their class schedule.
- No make-up examination will be arranged if students are admitted to a course but cannot sit for the examination. Students are advised to consider taking courses without an examination component.
- Requests for withdrawal from a course should be submitted to HKUST AIS before the specified deadline. Late applications will not be considered. No replacement of courses is allowed after withdrawal of the original course.
- Steps for submitting the application:
 - complete Sections A to F
 - seek endorsement from course leader(s) of equivalent course(s) at CityUHK and major leader
 - return the duly completed application form together with a copy of the latest Online Grade Display to the College Office at LI-6361 or via email: ch.exchange@cityu.edu.hk by the stipulated deadline. Late applications will not be considered.
- HKUST course information is available at <https://prog-crs.hkust.edu.hk/ugcourse> for students' reference. Acceptance of a student is at the discretion of HKUST, taking into account its quota availability and other relevant factors.
- The application result will be announced via email by the College Office. Students are reminded to check their CityUHK email accounts frequently.

Section A: Personal Particulars

Name (English): _____	(Chinese) _____
CityUHK Student ID: _____	Department: # _____
Programme: # _____	Major: _____
Cohort: _____	Latest CGPA: _____
Contact No.: _____	CityUHK Email: _____

Section B: Course(s) to be taken at HKUST (a CityUHK CLASS student can attend up to NINE (9) credit units per semester at HKUST)

No. of course(s) planned to be taken: # _____

Priority	HKUST Course Code	HKUST Course Title	Credits	To be completed by HKUST	
				Decisions	Official Stamps
1				Approved / Not approved *	
2				Approved / Not approved *	
3				Approved / Not approved *	
4				Approved / Not approved *	
5				Approved / Not approved *	
6				Approved / Not approved *	

Please select as appropriate

* Please delete as appropriate

Section C: Record of credit transfer at CityUHK (if applicable)

If you have already been granted credit transfers by your home department prior to this application, please indicate the total no. of credits transferred and attach the credit transfer details extracted from AIMS.

No. of credit transfers already granted: _____

Total no. of credits required for your major: _____

Section D: Apply for pre-approval for credit transfer before taking course(s) offered by HKUST

I would like to apply for pre-approval for credit transfer for the following courses, subject to satisfactory completion of the courses (a CityUHK CLASS student can attend up to NINE (9) credit units per semester at HKUST; only up to NINE (9) credit units, according to the following priority order, will be transferred back to CityUHK):

HKUST Courses				Corresponding courses at CityUHK			To be completed by CityUHK Course Leaders	
Priority	Course Code	Course Title	Credits	Course Code	Course Title	Credits	Decision [^]	Signature with department stamp
1							Approved / Not approved *	
2							Approved / Not approved *	
3							Approved / Not approved *	
4							Approved / Not approved *	
5							Approved / Not approved *	
6							Approved / Not approved *	

[^] Please specify the required grade for credit transfer if applicable.

Section E: Declaration by student

1. I undertake to observe all Rules and Regulations for students set by CityUHK and HKUST.
2. I declare that all the information given in this application form and the attached documents are, to the best of my knowledge, accurate, true and complete. I understand that false and misleading information may result in my enrolment being rescinded.
3. I understand and agree with the attached Personal Information Collection Statement.
4. I understand that at the end of the semester, grades will be given to the course(s) I have taken and a transcript will be sent to my home institution.

Signature of Student

Date

* Please delete as appropriate

Section F: To be completed by home department

Remarks from the student's home department (if any)

Endorsed by:

Signature of Major Leader (CityUHK)

Name: _____

Date: _____

Official Stamp of the applicant's home department

Section G: To be completed by CityUHK CLASS

Application Form Received on: Checked by CLASS <input type="checkbox"/>	
Submitted to HKUST on:	Approved by HKUST on: Course registration: <input type="checkbox"/> Successful <input type="checkbox"/> Unsuccessful
Copied to home department on:	Copied to ARRO on:

Please put a ✓ in the appropriate box as appropriate

**City University of Hong Kong (“CityUHK”)
College of Liberal Arts and Social Sciences (“CLASS”)**

Personal Information Collection Statement

This Personal Information Collection Statement is provided to comply with the requirements under the Personal Data (Privacy) Ordinance.

1. Personal data provided by you to CLASS during the application for a CLASS-organized activity/programme will be used for the following purposes:
 - As a basis for the selection of applicants;
 - As evidence for verification of your identity and academic achievements;
 - Processing the arrangement for services and facilities provided by units associated with the activity/programme you applied, if any;
 - Facilitating communication between you and CLASS; and
 - Other purposes directly relating to any of the above.
2. Unless otherwise specified, the submission of personal data is voluntary. However, insufficient personal data may prevent CLASS from processing your application.
3. Personal data will be kept confidential. In case of an application for an activity/programme collaborated by CLASS and other partner institution(s), your personal data may be transferred to the partner institution(s) for the above purposes.
4. Data for applications will be destroyed after the completion of each CLASS-organized activity/programme.
5. You have the right to request access and correction of your personal data held by CLASS. If you wish to correct your personal data submitted for application for a CLASS-organized activity/programme, please write to ch.exchange@cityu.edu.hk.