

Guidelines Governing the Cross-Institutional Course Enrolment Scheme

Purpose

1. An agreement has been made among eight local institutions to allow their research students to enrol in courses offered by participating institutions. This provision will help enlarge the pool of courses for selection and allows students to gain access to other institutions' expertise.

General Principles

2. Students who wish to apply for courses offered by the local institutions should submit an application to the host institution via their home institution at least one month before the course starts. The application should be accompanied by the endorsement of their home institution.
3. Acceptance of the student is at the discretion of the host institution, taking into account its quota availability and other relevant factors.
4. Students admitted to a course will be officially registered as a visiting student at the host institution and are required to participate fully in the course, which includes completion of coursework and examinations, if applicable.
5. Grades will be given to students at the end of a course, and an academic transcript will be sent to the home institution. To comply with the requirement of the Personal Data (Privacy) Ordinance (Chapter 486, Laws of Hong Kong), the consent of students for the release of their course results to their home institution will be sought during the course application stage.
6. The decision as to how the grades should be used is at the sole discretion of the home institution.
7. Waiver of fees will be granted to such students.

Incoming Students

8. The Chow Yei Ching School of Graduate Studies (SGS) will forward applications for course enrolment from other institutions' students for approval by the Department offering the course and inform students of the application results accordingly.
9. If admitted to a course, such students will be formally registered with City University of Hong Kong (hereafter "CityUHK" or the "University") as "UGC-Visiting Students".
10. They will not be registered in a specific programme of study or attached to a specific academic department. Their study at CityUHK will not lead to a degree or other awards from CityUHK.

11. Requests for withdrawal from a course should be submitted by the University's course add/drop deadline. Late applications will not normally be entertained.
12. Such students should observe the rules and regulations prescribed by CityUHK.
13. No student identity card will be issued to these students. They can use their Hong Kong Identity Card for identification purposes.
14. Such students are not entitled to any financial awards or assistance offered by CityUHK.
15. Such students can access CityUHK library and borrow books using the Joint University Librarians Advisory Committee (JULAC) Library Card. All regulations governing the JULAC Library Card holders will apply to these students, who are only entitled to use those library facilities available to JULAC Library Card holders.
16. Apart from the library, they are not entitled to use other University's facilities and services, including computing, sports, medical and dental. Despite the above, they can still make special requests to access the University's computing facilities and services via SGS if so required by the courses they are taking.
17. Upon completion of a course, such students and their home institution will be informed by SGS of the course result accordingly.
18. Such students can apply for an academic transcript summarising the results of all the courses taken at the University. A fee will be charged in this regard.

Outgoing CityUHK Students

19. CityUHK students who wish to apply for courses offered by another local institution should complete an application form and forward the form to SGS, with the endorsement of their supervisor and Department Head/School Dean, for onward transmission to the host institution for consideration.
20. During their study at another institution, CityUHK students should continue to observe the University's rules and regulations.
21. All the credits gained can be counted as fulfilling the University's coursework requirements for research degree studies, unless otherwise specified by the Department or School.