

## In-house Staff Development Training Scheme (IHSD) Application for Admissions in 2024-25 Fall Term Notes for Applicants

The following is only applicable to HKUST staff who intend to study courses offered on campus.

### 1. Background

Full-time non-academic staff of HKUST, with approval of their Head of Department, may apply for admission to undergraduate (UG) or postgraduate (PG) taught courses offered by the University on a part-time basis under the IHSD Scheme.

Staff participating in the IHSD Scheme will only enroll for UG/PG courses. PG courses offered by the School of Business and Management are not covered under this Scheme. If you wish to pursue degree study, please apply for admission via the University websites at <https://join.hkust.edu.hk/> (for UG degrees) or <https://fytgs.hkust.edu.hk/apply> (for PG degrees).

Admission is subject to availability of study places with priority given to full-time students of the University. Staff leaving the University will not be able to continue with their courses.

### 2. Eligibility

Staff participants must be selected and nominated by their Head of Department for the purpose of career progression. Candidates should demonstrate an adequate standard of English proficiency and may be required to sit an English Language Test in mid-August 2024 as part of the selection process. You may wish to refer to the following sites for the level of English proficiency expected: <https://join.hkust.edu.hk/oas/elar.pdf> (for UG courses)/ <https://fytgs.hkust.edu.hk/adm-req> (for PG courses).

### 3. Application Procedures and Deadline

Interested staff should first seek prior support from your Head of Department before submitting your application.

Please submit the following application materials to the Undergraduate Recruitment and Admissions Office (URAO) for UG courses or the HKUST Fok Ying Tung Graduate School (FYTGS) for PG courses **on or before 15 August 2024 (Thursday)** via internal mail:

- Application Form;
- Documents Substantiating Academic Qualifications, e.g. Official Transcripts, Copies of Degree Certificates/Diplomas and/or Testimonials of Current Study; and
- Copy of Proof of English Language Proficiency, if any.

### 4. Tuition Fees

- UG courses: HK\$1,690 per credit
- PG courses: HK\$1,754 per credit

Tuition fees are NOT refundable or transferable.

## 5. Course List and Choices

Each applicant may apply for a maximum of 3 choices for course admission in the order of priority but will only be admitted to a **maximum of 2 courses** in each Term. Only UG courses and selected TPG courses are offered under this Scheme.

Course list is available at My Admin Intranet (<https://my-ai.ust.hk/my-admin-corner>) > “My Administrative Corner” > “Student Related” > “Student information System” > “Class Search”. Applicant may make use of different class search criteria (eg. “Term”, “Course Subject”, “Course Career” or “Additional Search Criteria, etc. ) to identify appropriate course.

For enquiries, please contact the Academic Registry (ARO).

## 6. Result Announcement

Applicants will be notified of their application results in **mid-to-late August 2024**.

## 7. Departmental Support

Applicants seeking support from their Department, in terms of time release and/or funding support, should pay attention to the following:

- Paid study leave and/or funding support may be granted at the discretion of the Head of Department, subject to the operation requirements, availability of funds, and staff member's satisfactory completion of the approved course/program.
- Paid study leave may be granted up to half of the total day release period required and a maximum of 30 half-day sessions per year.
- Approval from VPAB and post-development service will be required for financial sponsorship reaching the thresholds.

For enquiries, please contact the Human Resources Office (HRO) Ext 6580.

## 8. Enquiries

UG Application	URAO	Ms Christie LAW (Ext 5716; <a href="mailto:christielaw@ust.hk">christielaw@ust.hk</a> )
PG Application	FYTGS	Ms Cindy TO (Ext 2037; <a href="mailto:cindyto@ust.hk">cindyto@ust.hk</a> )

**Registered Place of Household (戶口所在地) for Nationals of the People's Republic of China**

Nationals of the People's Republic of China should insert the appropriate registered place of household to be chosen from the list below.

**People's Republic of China's Provinces, Municipalities and Autonomous Regions**

Province / Municipality / Autonomous Region	省 / 直轄市 / 自治區
Anhui	安徽
Beijing	北京
Chongqing	重慶
Fujian	福建
Gansu	甘肅
Guangdong	廣東
Guangxi	廣西
Guizhou	貴州
Hainan	海南島
Hebei	河北
Heilongjiang	黑龍江
Henan	河南
Hubei	湖北
Hunan	湖南
Jiangsu	江蘇
Jiangxi	江西

Province / Municipality / Autonomous Region	省 / 直轄市 / 自治區
Jilin	吉林
Liaoning	遼寧
Nei Menggu	內蒙古
Ningxia	寧夏
Qinghai	青海
Shaanxi	陝西
Shandong	山東
Shanghai	上海
Shanxi	山西
Sichuan	四川
Tianjin	天津
Xinjiang	新疆
Xizang	西藏
Yunnan	雲南
Zhejiang	浙江

**Privacy Policy Statement**

For data collected from or generated by applicants during their applications for admission to the HKUST, the University pledges to meet the standard of personal data privacy protection in compliance with the requirements of the Personal Data (Privacy) Ordinance. Data collected will be kept confidential, and may be transferred to departments / administrative offices within the University for processing and use. For further details on the University's Privacy Policy, please visit: <https://dataprivacy.hkust.edu.hk/university-data-privacy-policy-statement/>.