

In-house Staff Development Training Scheme (IHSD) Application Form

1. Applicants should read the [Notes for Applicants](#) before submitting an application.
2. Please fill in Part I to VIII of this form and submit the hardcopy to your Head of Department for completing Part IX.
3. Please submit this form and supporting materials by the stipulated deadline via internal mail to:
 - URAO for UG courses (Attn: Ms Sharon Law (sharonlaw@ust.hk))
 - FYTGS for TPG courses (Attn: Ms Cindy To (cindyto@ust.hk))

Admission Term & Year: <input type="checkbox"/> Fall <input type="checkbox"/> Spring , 20____ - ____			
Part I Applicant Particulars			
Name <small>(same as in identity documents)</small>	Surname	Given Name	
Name in Chinese <small>(if any)</small>			
Date of Birth <small>(dd/mm/yyyy)</small>			
Place of Birth			
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male		
HK ID no.			
Place of Origin <small>(Please select one)</small>	<input type="checkbox"/> Hong Kong SAR		
	<input type="checkbox"/> The Mainland of China <small>Registered Place of Household (戶口所在地) (see Notes for Applicants)</small>		
	<input type="checkbox"/> Others (please specify)		
Home Address <small>(Max.40 characters per line)</small>			
	Country		
Phone No.	Country	Area	Number
Email Address <small>(All notifications will be sent to this email)</small>			
Work at HKUST	Position	Department/ Office	Staff no.

Part II Education Background			
Please list a full record of your post-secondary education , including undergraduate and postgraduate programs completed or not , in reverse chronological order.			
	1	2	3
Qualification Pursued <i>(e.g. Bachelor's degree)</i>			
Awarding Institution			
Country/ Region of Institution			
Title of Award <i>(e.g. BSc (Hons) in Biology)</i>			
Major Area(s) of Study <i>(e.g. Biology)</i>			
Program Duration			
Program Commencement Date <i>(mm/yyyy)</i>			
Mode of Study	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Date/Expected Date of Completion/ Graduation <i>(mm/yyyy)</i>			
Latest GPA / Average Mark <i>(e.g. 2.8 out of 4.0)</i>			
Classification of Award <i>(e.g. Second Class Honor, if any)</i>			

Part III English Language Proficiency		(For Official Use)					
		<input type="checkbox"/> Further Language proficiency assessment not required <input type="checkbox"/> Required to take an English Language Test. Approval of the admission and course registration will depend on the test result.					
Test / Subject and Examination Taken <i>(Please check as appropriate)</i>	Date of Test <i>(dd/mm/yyyy)</i>	Grade/ Score					
<input type="checkbox"/> HKDSE English							
<input type="checkbox"/> HKALE AS Use of English							
<input type="checkbox"/> TOEFL (iBT/pBT/rpdt*)		Registration No. (16-digit)	Reading	Listening	Speaking	Writing	Total Score
<input type="checkbox"/> IELTS (Academic Module)		Candidate No. (6-digit)	Listening	Reading	Writing	Speaking	Overall Band Score
<input type="checkbox"/> Others (please specify)							

* Please delete as appropriate.

Part IV Professional Qualifications, if any (in reverse chronological order)						
	1		2		3	
Level of Award <i>(e.g. Inter-school, International)</i>						
Name of Awarding Body						
Country/ Region						
Qualification / Award <i>(e.g. Fellow, Chartered/Certified)</i>						
Basis of Award <i>(e.g. by election or examination)</i>						
Date / Expected Date of Award <i>(mm/yyyy)</i>						

Part V Examination Attainments (in reverse chronological order)		
Date <i>(mm/yyyy)</i>	Examination <i>(e.g. HKDSE, HKCEE, HKALE, GCE or IB)</i>	Subjects Taken and Grades Obtained

Part VI Work Experience (in reverse chronological order)						
	1		2		3	
Name of Organization						
Country/ Region						
Last Position Held						
Employment Period <i>(mm/yyyy)</i>	From	To	From	To	From	To
Mode <i>(full-time/part-time)</i>						
Major Responsibilities						

Part VII Information in Support of The Application

Noting that this Scheme is for staff development at the University, please provide:

- i. reasons for applying for the course(s), information on how relevant the course(s) is/are to your present or planned future duties, and
- ii. any other information which you believe will be of interest to the selection panels.

Part VIII Course Selection

Enter a maximum of 3 courses in the order of priority. **Offers will be made for a maximum of 2 courses.** For course list and choices, please refer to the Note for Applicants.

No.	Course Code	Course Title
1		
2		
3		

Please read the statements below and confirm your agreement by checking the corresponding boxes.

- I declare that the information given in support of this application is accurate and complete. I understand that this information will be used in the admission decision process and that any misrepresentation or forged items found in this application will disqualify me for admission and enrollment at HKUST.
- I authorize HKUST to obtain any and all information about my candidature for my studies in institutions in Hong Kong and elsewhere, if needed.
- I authorize HKUST to use my data as a basis of all types of processing relevant to the specific admission term and year under the IHSD Scheme and for all other associated purposes.
- I understand that, upon my registration in a course, this data will become a part of my student record. That student record may be used for academic and administrative purposes consistent with the mission of the University.
- I understand that I can send a request to the Manager of FYTGS through the enquiry form at <https://fytgs.hkust.edu.hk/enquiry> to access and correct personal data held by the University during the admission process.
- I understand that this application cannot be considered if I disagree with any of the statements above.

Signature

Date

Part IX To be Completed by the Head of Department	
<input type="checkbox"/> I support this application under the University's In-house Staff Development Training Scheme, and agree to release this staff member to attend classes on a part-time basis upon his/her admittance to the course(s). <input type="checkbox"/> I do not support this application under the University's In-house Staff Development Training Scheme.	
Recommendations/ Comments:	
Signature	Date
Name	Post/ Department

Part X To be Completed by UG/PG Coordinator					
Please note the admission decision below. The indication of "Yes" under "Extra Quota" would mean that the program will allocate an extra course quota in addition to those for full-time regular students.					
No.	Course Code	Course Title	Admission Approval	Extra Quota	Remarks, if any
1			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature			Date		
Name			Post/ Department		