

**In-House Staff Development Training Scheme (IHSD)
Course Selection Form
(For Applicant Who Applied in Fall Term of the Same Admission Year)**

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

Admission Term & Year: Spring, 20____ - ____			
Part I To be Completed by the Applicant			
Name <small>(same as in identity documents)</small>	Surname	Given Name	Staff ID
Post			Email @ust.hk
Department			Telephone (Ext.)
Updates about my personal particulars/ qualifications/ experiences since last term, if any:			
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.			
<input type="checkbox"/> I declare that the information given in support of my IHSD application, including those presented in the last Term, 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 my application for admission and enrollment at HKUST.			
<input type="checkbox"/> I authorize HKUST to obtain any and all information about my candidature for my studies in institutions in Hong Kong and elsewhere, if needed.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> I understand that I can send a request to the Manager 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.			
<input type="checkbox"/> I understand that this application cannot be considered if I disagree with any of the statements above.			
Signature		Date	

Part II 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 III 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		