

CCCU Rules Governing Enrolment of Local and Non-local Students

Introduction

1. Following the Government's announcements in May 2006 of measures to support the development of Hong Kong as the regional education hub, the University Grants Committee has introduced new policies on the admission of non-local students and revised the definition of non-local students. The Immigration Department has also amended its immigration policy on education accordingly. For the purpose of admission of non-local students, "non-local students" are defined as persons entering Hong Kong for the purpose of education with a student visa/entry permit issued by the Director of Immigration.
2. The following Rules governing enrolment of local and non-local students are published to reflect CCCU's operational processes in complying with the Immigration Regulations as specified by the Hong Kong Immigration Department and the Immigration Ordinances as enacted by the Government of the HKSAR. Since immigration policies may be amended from time to time, CCCU reserves the right to edit these Rules without prior notice in compliance with changes in immigration rules.
3. These Rules apply to all types of students enrolled in academic programmes offered by CCCU.
4. In these Rules, "University" refers to the City University of Hong Kong, "CCCU" refers to the Community College of City University, and "Immigration Department" refers to the Immigration Department of the Government of the Hong Kong Special Administrative Region.

Local and Non-local Student Status

5. Persons holding a “Hong Kong Permanent Identity Card” or the right to land in Hong Kong or a One-way Permit for entry to Hong Kong will be considered as “local students” for student enrolment at CCCU.
6. Persons holding a dependant visa or an employment visa or any other valid entry visa/permit issued by the Immigration Department permitting persons for entry to Hong Kong and pursue full-time and/or part-time studies without the need to apply for a student visa will also be considered as “local students” within the validity period of their visa/permit for student enrolment at CCCU.
7. Persons holding a student visa/entry permit to study at CCCU will be considered as “non-local students” within the validity period of their visa/permit for student enrolment at CCCU.

Student Enrolment

8. All persons must produce one of the identification documents mentioned in paragraphs 5 to 7 above for verification by CCCU at the time of student enrolment.
9. Persons coming to Hong Kong as visitors cannot become students at any educational institution and are therefore not permitted for enrolment as students of CCCU.
10. All persons who are not holding a “Hong Kong Permanent Identity Card” should check with the Immigration Department on immigration regulations and conditions governing eligibility for studies. It is the students’ responsibility to understand and comply with immigration rules governing the conditions of their stay in Hong Kong.
11. The deadline for student enrolment at CCCU is the end date of Week 2 in Semester A, Semester B or the Summer Term, following the University’s Academic Calendar.

Visa Extension and Reporting

12. To maintain an active student status for continuation of studies at CCCU, it is the students' responsibility to renew their visa/permit in accordance with rules pronounced by the Immigration Department prior to the visa/permit expiry date and report the approval of the extended visa/permit to the Academic Regulations and Records Office.
13. CCCU reserves the right to terminate the studies of students who failed to obtain a renewed visa/permit allowing a further extended period of stay for studying in Hong Kong and will report all such cases to the Immigration Department through the Academic Regulations and Records Office.
14. CCCU, through the Academic Regulations and Records Office, will notify the Immigration Department of non-local students' termination of studies/withdrawal of studies from CCCU. Such notifications will be sent to the Immigration Department as soon as possible and not later than 7 days from the termination/withdrawal date. CCCU, through the Academic Regulations and Records Office, will also notify the Immigration Department of non-local students' suspension of studies and approved periods of leave of absence.
15. For programme transfer within CCCU, non-local students must seek prior approval from the Immigration Department. Enrolment in the new programme will only be effected upon the student producing documentary evidence of the programme transfer approval granted by the Immigration Department.

Work Permission

16. Non-local students assuming any type of work while studying at CCCU, such as internship, co-operative education scheme placements, industrial attachment, fieldwork placements, voluntary or charity work or help carry out research work without pay, or appointment as Residence Tutor, must seek permission from the Immigration Department in advance.

Change of Local/Non-local Student Status or Visa Type

17. Students who have changed their local and non-local student status or visa type (such as from holding a student visa to an employment visa, or vice versa) during their period of study at CCCU may apply to the Academic Regulations and Records Office for updating this change in records of CCCU and the University. If the application is received after the start date of a semester/term, any adjustment in fee assessment arising from change in local/non-local student status will only be effected in the following semester/term.

Full-time and Part-time Studies in Taught Study Programmes

18. For those who are working in Hong Kong with a valid employment visa, the Immigration Department has no objection for them to take up 'part-time studies' and there is no need to apply for a student visa.
19. Non-local students who have been granted permission by the Immigration Department for 'full-time studies' must register for courses totaling at least 12 credit units in each semester, except in the Summer Term. Exceptions for reduced study load are permitted for the final graduating semester upon approval by the Head of the academic division or as determined by the Examination Board in any semester for students in academic difficulty.