

Guidelines Governing the Admission of Visiting Research Students

Eligibility

1. Students enrolling in a postgraduate programme in a recognised university may apply for admission as visiting research students to pursue their research studies at the University.

Admission

2. Applicants shall submit an application to the Chow Yei Ching School of Graduate Studies (SGS), together with a recommendation letter from their present university. These applications will be forwarded to the relevant Departments and Colleges/Schools for approval.

Registration

3. An applicant who has been offered admission shall pay a research component fee and complete the registration procedures in person at SGS within the specified registration period. A visiting student identity card, valid for the period of the student's stay at the University, will be issued upon completion of the registration procedures.
4. Visiting research students who undertake taught courses will be required to pay additional fees calculated on a credit unit basis.
5. Such students will not be registered in a specific programme of study, and their study at the University will not lead to a degree or other awards of the University.

Study Period

6. The minimum study period for visiting research study should not less than two months and the maximum study period shall normally be one year. Applications for a study period of more than one year or for subsequent extension of study will be considered on a case-by-case basis.

Supervisory Arrangement

7. Each visiting research student will be attached to a Department, which is responsible for looking after the student's study at the University.
8. Departments shall assign a staff member to be the supervisor of a visiting research student, who will supervise and monitor the student's progress throughout his or her stay at the University.
9. Upon the recommendation of their supervisors, visiting research students may undertake taught courses as regular students do, subject to the approval of the relevant Heads of Department.
10. The coursework assessment results shall be recorded in the academic report issued to visiting research students at the end of their stay at the University. Such students may liaise with their own university regarding credit transfer arrangements.

Responsibility and Entitlement

11. Visiting research students shall observe the rules and regulations prescribed by the University.
12. Visiting research students are eligible to apply for residential accommodation available on campus. They can also gain access to essential academic services and facilities (e.g. library, computing services) at the University.
13. Visiting research students are not entitled to any financial assistance/award, such as the Postgraduate Studentship and Research Tuition Scholarship. They are also not eligible for medical and dental benefits. Therefore, students are strongly advised to acquire travel insurance, and any other medical or insurance coverage they consider necessary for their stay in Hong Kong.
14. At the end of their study at the University, visiting research students will be issued an academic report, detailing, amongst other things, their period of stay at the University and the coursework, if any, they have undertaken.

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