

4. Proposed Study with the City University of Hong Kong (*Please delete as appropriate.)

Department/School: _____

Period of Study: From _____ to _____ Mode of Study: Full-time / Part-time *

Reason(s) for applying as a visiting research student at the University:

5. Undergraduate/Postgraduate Academic Qualifications Obtained

1. Period of Study (*Month/Year*): (From: _____ To: _____)
Name of Awarding Institution: _____ Country of the Institution: _____
Programme of Study: _____ Mode of Study: _____
Classification of Award: _____ Latest/Final Result (*e.g. GPA*): _____ out of _____
Medium of Instruction (*e.g. English*): _____ (Expected) Month/Year of Award: _____
2. Period of Study (*Month/Year*): (From: _____ To: _____)
Name of Awarding Institution: _____ Country of the Institution: _____
Programme of Study: _____ Mode of Study: _____
Classification of Award: _____ Latest/Final Result (*e.g. GPA*): _____ out of _____
Medium of Instruction (*e.g. English*): _____ (Expected) Month/Year of Award: _____
3. Period of Study (*Month/Year*): (From: _____ To: _____)
Name of Awarding Institution: _____ Country of the Institution: _____
Programme of Study: _____ Mode of Study: _____
Classification of Award: _____ Latest/Final Result (*e.g. GPA*): _____ out of _____
Medium of Instruction (*e.g. English*): _____ (Expected) Month/Year of Award: _____
4. Period of Study (*Month/Year*): (From: _____ To: _____)
Name of Awarding Institution: _____ Country of the Institution: _____
Programme of Study: _____ Mode of Study: _____
Classification of Award: _____ Latest/Final Result (*e.g. GPA*): _____ out of _____
Medium of Instruction (*e.g. English*): _____ (Expected) Month/Year of Award: _____

6. Results of International English Language Tests Taken, if Applicable

Name of Test	Grade/Score	Month and Year of Test

7. **Other Information**

If you have relatives working in the City University of Hong Kong, please indicate their names, positions and relationship to you.

Name	Relationship	Position and Serving Department in CityU
1.		
2.		

8. **Declaration**

(a) I declare that the information given in support of this application is, to the best of my knowledge, accurate and complete. I understand that the information will be used in the admission decision process and that any misrepresentation will disqualify my application for admission to the University.

(b) I authorise the University to use the data in this application form as a basis for consideration of admission and for various types of processing in relation to my application, including checking on records of my academic qualifications with the parties concerned.

(c) I understand that, upon my registration as a visiting research student, the data provided will become part of my student record and may be used for all purposes relating to my study in accordance with the administrative procedures of the University.

(d) I agree to substantiate the qualifications claimed in this application form by producing original certificates and transcripts when required.

Signature: _____ Date: _____

Important Notes

Documents to be submitted together with the application form:

(1) **Application fee receipt or a bankdraft** (applications will not be processed if the payment of the application fee has not been settled); and

(2) **Two photocopies of the following documents:**

- (a) Official certificates and transcripts of academic qualifications (Certificates and transcripts that are not in English should be accompanied by a formal certified translation in English). [Applicants who obtained degrees from institutions that gave degree classification and/or grade point average but are not shown in the certificate or transcript are required to also send copies of any other official documents that indicate their formal degree classification or grade point average.]
- (b) Certificates of professional qualifications, if applicable.
- (c) Results of international English language tests, if applicable.

9. **Survey of Source of Information**

Please tick (✓) the appropriate box to indicate the main channel through which you came to know about CityU's provision of visiting research studies. The information sought below does not form part of your application. Thank you for your help.

- I am a CityU student/graduate
- Internet
- Through student/staff at CityU
- Other sources: _____

City University of Hong Kong

Guidelines Governing the Admission of Visiting Research Students

Eligibility

1. Students enrolling in a research degree programme in a recognised university may apply for admission as visiting research students to pursue part of their research studies at the University. Those who do not fall within this category may also apply, and their applications will be considered on a case-by-case basis.

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 maximum study period for visiting research students 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 at his/her own expense. They can also gain access to essential library and computing services and facilities as well as sports facilities.
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.

(1 June 2010)