

## **Guidelines to Cross-institutional Course/Subject Enrolment Scheme for Research Postgraduate Students**

This collaboration scheme is established between eight UGC-funded institutions in Hong Kong to enhance the opportunities for postgraduate students to access to research postgraduate courses and expertise at other universities.

The participating institutions include:

- The Chinese University of Hong Kong
- City University of Hong Kong
- Hong Kong Baptist University
- The Hong Kong Institute of Education
- The Hong Kong Polytechnic University
- The Hong Kong University of Science and Technology
- Lingnan University
- The University of Hong Kong

### General information on the Scheme

- Research postgraduate students of the eight institutions are eligible to apply for enrolment in the courses listed for this Scheme and waivers of tuition fees will be granted to eligible students.
- A student should only apply for the courses listed that are directly relevant to his/her field of study.
- All application must be submitted to the host institution through the home institution on or before the deadline set by the host institution.
- The host institution reserves the right whether to accept the applications from students of the other institutions subject to availability, student quota and other pertinent factors of the courses.
- Students who are successfully registered to the courses at the host institution are required to fully participate in the courses, including completion of coursework and examinations.
- Grades will be given to students with an official transcript issued by the host institution at the end of the courses. Grading scale is at the sole discretion of the host institution.

**Postgraduate Research Students from other UGC-funded institutions who want to enroll in HKIEd courses**

Important dates in Semester Two (2011-2012)\*

Date	Event
13 Jan 2012	Application deadline for cross-institutional course/subject enrolment in HKIEd
10 Feb 2012	Announcement of Application Result
13 Feb 2012 – 20 May 2012	Teaching period
~ 2 weeks from the course starts	Add/ drop period

\* Subject to change as and when necessary

Course to be offered in Semester One (2011-2012)

1. [EDD8008 Conceptualizing Research](#)
2. [EDD8014 Quantitative Research Methods](#)

Course to be offered in Semester Two (2011-2012)

3. [EDD8010 Development of Research Proposal & Thesis Preparation](#)
4. [EDD8013 Qualitative Research Methods](#)

Notes to applicants:

1. Students admitted to a course will be officially registered as a Visiting Student at HKIEd and are required to participate fully in the course, including completion of coursework and examinations, if applicable.
2. Visiting Student will not be registered in a specific programme of study or attached to a specific academic department. Upon the completion of the registered course, a Visiting Student of HKIEd will not lead to a degree or other awards from HKIEd.
3. Student ID card will NOT be issued to Visiting Student. They can use their HKID card/ passport for identification purposes and use the JULAC library card for entering HKIEd library.

Application procedures:

1. Select courses from the listed courses offered by HKIEd (2011-12).
2. Download and complete Sections I, II and III of the [Application Form for Cross-institutional Course/Subject Enrolment for Research Postgraduate Students](#) and submit it to the responsible office of your home institution. Home Institution may require student to submit an approval form. Application should reach the Graduate School of HKIEd via your home institution by **13 Jan 2012**. Late applications will not be accepted.
3. You will be informed of the application result by 10 Feb 2012 via e-mail.
4. Requests for withdrawal from a course should be submitted, in written to the Graduate School of HKIEd, on or before the add drop period, i.e. 2 weeks from the course starts.
5. Transcript will be issued by the Registry of HKIEd to your home institution.

**HKIEd Research Postgraduate Students who want to enroll in courses offered by other UGC-funded institutions**

Notes to application:

1. Students should only take courses offered by other UGC-funded institutions if there are no equivalent courses being offered by HKIEd. Student should take courses that are directly relevant to his/her field of study.
2. Grades will be given to students with an official transcript issued by the host institution at the end of the courses. Grading scale is at the sole discretion of the host institution.
3. Student can apply for credit transfer for the courses completed through the Cross-institutional Course/Subject Enrolment Scheme. The transferred courses will be shown on the student's transcript as credit transfer. The credit point will be counted towards the graduation requirements but excluded from the calculation of GPA.

Application procedures:

1. Visit websites of the institutions concerned for detailed information:

Institution Information	Information Available from	Application Deadline	Start of Semester Two
<a href="#">The Chinese University of Hong Kong</a>	12 Dec 2011	3 Jan 2012	9 Jan 2012
<a href="#">City University of Hong Kong</a>	12 Dec 2011	3 Jan 2012	9 Jan 2012
<a href="#">Hong Kong Baptist University</a>	19 Dec 2011	31 Jan 2012	11 Jan 2012
The Hong Kong Institute of Education	16 Dec 2011	13 Jan 2012	13 Feb 2012
<a href="#">The Hong Kong Polytechnic University</a>	1 Dec 2011	27 Dec 2011	3 Jan 2012
<a href="#">The Hong Kong University of Science and Technology</a>	28 Dec 2011	20 Jan 2012	1 Feb 2012
<a href="#">Lingnan University</a>	5 Dec 2011	16 Jan 2012	30 Jan 2012
<a href="#">The University of Hong Kong</a>	9 Dec 2011	6 Jan 2012	16 Jan 2012

2. Download and complete Sections I, II, and III of the [Application Form for Cross-institutional Course/Subject Enrolment for Research Postgraduate Students](#).
3. Download the [Approval Form for Cross-institutional Course](#) Enrolment and complete Sections A and B.
4. Obtain approval from your Supervisor and Dean of Graduate School (Section C).
5. Submit the Application Form AND the Approval Form to the Graduate School Office at least FIVE working days before the deadline set by the institution you wish to attend as specified above. Late applications will not be accepted.
6. The host institution will inform you of the application results.