PG Outreach & Admissions Briefing Session

HKUST Fok Ying Tung Graduate School

27 October 2023

Online Resources for PG Admissions
PG Admission Guidelines and PG Admissions System

https://pgadmission.hkust.edu.hk/

👍 Important Notes

👍 PG Admission Process

👍 Special Admission Schemes

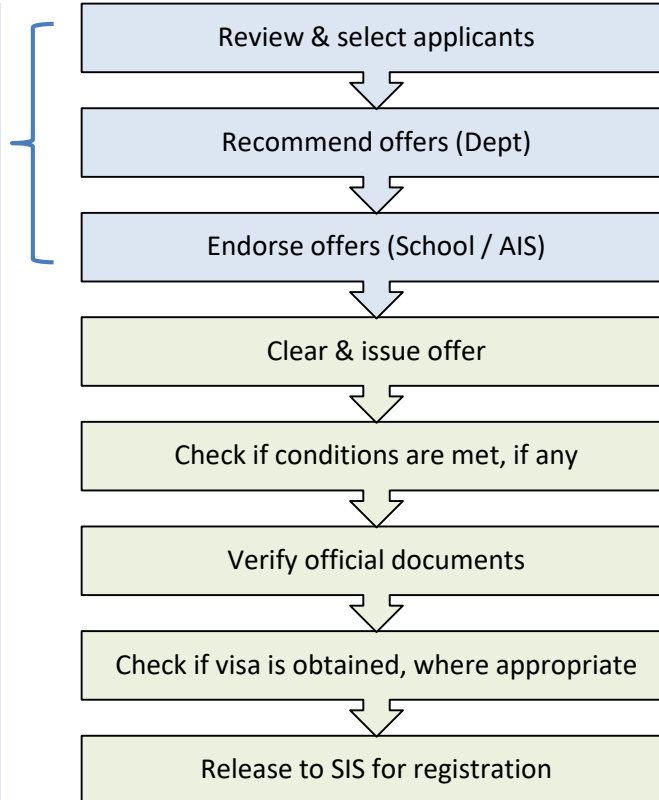👍 Short-term Studies

👍 Forms & References

Role of Academic Units & FYTGS in PG Admission Process

These are academic decisions

Please discuss with FYTGS if there are special cases

- **Head of PGOA:** Grace Tsang

- **RPg Admission:** Michelle Li

- **TPg Admission** *(except DBA, DiMBA, MBA (BI, FT & PT), HKUST EMBA, KHEMBA & GFIN)*:
Tammy Law

- **TPg Admission** *(DBA, DiMBA, MBA (BI, FT & PT), HKUST EMBA, KHEMBA & GFIN)*:
Candy Chung

- **Short-term study (exchange, visiting, visiting internship and associate PG):**
Becky Mok

- **OAS-related:** Tammy Law

Review & select applicants

↓

Recommend offers (Dept)

↓

Endorse offers (School / AIS)

↓

Clear & issue offer

↓

Check if conditions are met, if any

↓

Verify official documents

↓

Check if visa is obtained, where appropriate

↓

Release to SIS for registration

Observe the
PG admission deadlines ★

FYTGS

- coordinator
- facilitator
- gatekeeper
  – minimum admission requirements
  – will exercise maximum flexibility as far as possible (with regard to legal compliance, audit check)

PG Admission and Outreach – Highlights (1)

RPg and TPg Admission ★
- Target RPg enrollment: 20% : 20% : 60% (HK : International : MTM)
  - about the downward trend of Local / International applications and intakes for RPg and also TPg programs
- Updates to admission requirements
  - Discontinuation of alternative English Test arrangement
  - GMAT Focus
- Offer clearance schedule and the upward trend of offers recommended ★
- No part-time RPg admission for non-locals and updates to local/non-local definition (new visa status) ★

Special Schemes
- HKPFS nominations
  - 2023/24: received the largest number of HKPFS awardees but applications continued to drop
  - 2024/25 Key Dates: ranked by 3 Jan; recommend offer by 9 Jan (Guaranteed Pool) / by 18 Jan (Reserved Pool)
  - HKPFS Nomination Summary Table
    - Launch of the new e-Form for HKPFS Nomination Summary Table (e-Nomination Table) *(see also the user guide)*
    - Comments from HKUST HKPFS Faculty Panel:
      ample descriptions of the candidate's strengths and attributes, including information specific to his/ her disciplines of study
- Asian Future Leaders Scholarship Program (AFLSP) ★
- Targeted TPg Fellowships Scheme (TPgFS)
- RedBird PhD Award Program
- PG Visiting Internship Student and International Visiting Internship Student Program (IVISP) ★

PG Admission and Outreach – Highlights (2)

OAS Enhancements ★

- Handling Fraudulent Application Cases
  - new Handling Procedure, the Alert System and fraud alert indicator
  - revised declaration statement upon application submission
  - new optional fields in online reference report
- Other Enhancements
  - general declaration and conflict of interests
  - updates in Application Summary Report

🔔 Upcoming ICAC Audit

Outreach ★

- Year Plan on Major Outreach Initiatives
- New PG recruitment tool on the metaverse – Spatial.io
- Sponsorship Schemes for Outreaching via RPg Student Ambassador/ Faculty

General principles of PG Admission & Additional Reminders on Important Admin Arrangements

- Data Privacy and Security ★
- Acceptance of Advantages ⎤ keep proper records of conflicts of
- Conflicts of Interest ⎦ interest cases, if any

💡 Please visit: https://pgadmission.hkust.edu.hk/

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Important Notes for PG Admissions – the Deadlines (1)

Offer Schedule and Offer Recommendation Deadline

Tentative Offer Recommendation/Issuance Schedule *to minimize delays due to schedule clashes*

- Departments/Program Offices are invited to provide the tentative offer schedule or communicate with FYTGS **before** recommending a large amount of offers (i.e. over 50 offers/batch), and allow a reasonable period for clearance.
- During the period of HKPFS nomination exercise (i.e. December to January), the offers may need longer time for clearance. Please try to avoid recommending large amounts of offers during the period.

Offer Recommendation Deadline

Applicant Category	Deadline for Offer Recommendation	
	Fall Term	**Spring Term**
Mainland	15 Jun	15 Nov
Taiwan & Macao	30 Jun	30 Nov
International		
Local	8 Aug	8 Jan

To allow time for obtaining visa to HK

Please stick to the deadlines

- For special situation to make an offer after the above deadlines, Program Offices need to send a written request to FYTGS for approval, with **endorsement by the PG Coordinator/ Program Director, and Associate Dean**

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https://pgadmission.hkust.edu.hk/pg-admission/making-an-offer#deadline-for-offer-recommendation

Important Notes for PG Admissions – the Deadlines (2)

Result Notification – Batch Rejection

Applicant Category	Batch Rejection Dates	
	Fall Term	**Spring Term**
Non-local	10 Jul	10 Dec
Local	15 Aug	15 Jan

- Program Offices may consider carrying over applications to the consecutive term (i.e. Fall -> Spring) in the same admission exercise for consideration. Such requests should be sent to FYTGS **7 days before the term-specific batch rejection date** stated above.

- As this is a regular practice, FYTGS <u>will not</u> send reminder near the date again unless there are any changes.

https://pgadmission.hkust.edu.hk/pg-admission/making-an-offer#result-notification

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Important Notes for PG Admissions – the Deadlines (3)

Request for Admission Deferral

- To facilitate proper and timely follow up by FYTGS and not to delay the wrap-up of the admission exercise, Program Offices are requested to forward their completed e-Form to FYTGS as soon as feasible, and **not later than the following dates:**

Admission Term	Submission Deadline for Admission Deferral Requests
Fall Term	30 Sep
Spring Term	28 Feb

- For programs which do not follow the regular admission schedule, please check with FYTGS for the submission timeline.

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Important Notes for PG Admissions

Offer Clearance: Checking before Recommending Offer

In order to clear offers efficiently, please check the followings <u>before</u> recommending the offers:-

	Information / Documents	Remarks
1	Name, Date of Birth, ID/Passport No.	➢ on the application form and all official documents (e.g. transcript, certificates, MOI, score reports etc.) should tally with the uploaded ID/Passport copy ➢ include Hong Kong landing slip / visa / entry permit as appropriate
2	Transcript	➢ with University letterhead ➢ issued by University's Central Unit (e.g. Registry, 檔案室 etc.) ➢ [For TPg] check the related field
3	Institution Grading System / Letter of GPA Certification	
4	MOI	
5	Certificate	➢ certified by University's Central Unit (e.g. Registry, 檔案室 etc.) / notary public
6	TOEFL, IELTS, GMAT, GRE	➢ scores should be inputted to the application form ➢ [For TPg] check if the scores meet the program-specific requirements

- <mark>If the offers have been recommended by the Departments for 5 working days but the required documents are still pending, such pending offers will be returned to the Departments by FYTGS.</mark>
- Details on the Offer Clearance Process: https://pgadmission.hkust.edu.hk/pg-admission/making-an-offer
- Handy reference on the **qualification awarded by various countries and MOI**: https://pgadmission.hkust.edu.hk/resources/references

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Important Notes for Research PG Admission (1)
Ineligibility of Non-Local Students to be admitted to Part-time RPg Studies

According to UGC's Refined Policy on Admission of Non-local Students, **non-local students cannot be admitted to part-time RPG programs**.

UGC's **Definition of Non-local students** are students holding –
a) Student visa/ entry permit
b) Visa under the Immigration Arrangements for Non-local Graduates (IANG); or
c) Dependent visa/ entry permit who were 18 years old or above when they were issued with such visa/ entry permit by the Director of Immigration.

→ **Such information is reflected in the OAS**

Program Choice
Please note that non-local students are not allowed to pursue part-time RPg studies in Hong Kong. For more details about the definition of a non-local student, please click here. If you still have questions on the non-local status, please consult the Immigration Department of the HKSAR directly.

Enquiry

Applicants/ Departments can contact Education Bureau (EDB) directly at hediv@edb.gov.hk if they have any questions about this policy.

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Important Notes for Research PG Admission (2)
Updated Definition of Local and Non-local

UPDATE

Local

1	HKID Card (Permanent)
2	Documents issued by the Immigration Department of the HKSAR showing right to land / right of abode in Hong Kong
3	One-way Permit for entry to Hong Kong
4	Full-time employment visa / work permit (for PT study only)
5	Dependent visa / entry permit (for students who were below 18 years old*)
6	Visa / Entry permit for Quality Migrant Admission Scheme (QMAS)
7	Visa / Entry permit for Capital Investment Entrant Scheme (CIES)
8	Visa / Entry permit for Admission Scheme for Mainland Talents and Professionals (ASMTP) (for PT study only)
9	Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents
10	Visa label for unconditional stay
11	Visa / Entry permit for Top Talent Pass Scheme (to be confirmed by EDB)

Non-local

1	Student visa / entry permit
2	Visa / Entry permit under the Immigration Arrangements for Non-local Graduates
3	Dependent visa / entry permit (for students who were 18 years old or above*)

* Counted upon the application of the dependent visa

Reference of the above information
1. JUPAS website on the local and non-local definition at https://www.jupas.edu.hk/en/page/detail/3670/
2. Direct advice from EDB via hediv@edb.gov.hk

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AFLSP
Changes in Nomination Priority and Selection Criteria

- Nomination Priority in terms of Place of Origin
  - Accept non-local nominees from all places of origin in Asia but preferred the following regions
    - Priority 1: East Asia (e.g. Japan, South Korea)
    - Priority 2: Southeast Asia
    - Priority 3: South Asia and other parts of Asia

- Weightings of Selection Criteria
  - Heavier weightings on "Propensity for international and intercultural understanding"
    - Donor prefers candidates who are interested in immersing in other cultures and are open-minded to intercultural studies, willing to take up new challenges, and understand international and intercultural issues

More details available in the nomination guidelines (to be announced later)

Contact Point: Becky Mok

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PG Visiting Internship Students and International Visiting Internship Student Program

- PG Visiting Internship Students (VIS)
  - Short-term study only: 1 – 6 months
  - Conduct **research** under the supervision of HKUST Faculty member
  - Fulfil eligibility requirements <u>and</u> provide necessary documents to proceed the offer

- International Visiting Internship Student Program (IVISP)
  - For selected foreign national UG or PG VIS (i.e. senior UG /Master's students)
  - Internship period: 2 – 6 months
  - Monthly allowance: $10k – $12k (50%:50% matching from FYTGS and Dept/Supervisor)
  - Dept/Sch/AIS to submit request to FYTGS after VIS accepted the admission offer

PGVIS: https://pgadmission.hkust.edu.hk/short-term-studies/pg-visiting-internship
IVISP Terms & Conditions: https://pgadmission.hkust.edu.hk/resources/forms

Rolling-basis Applications
Contact Point: Becky Mok/ Elsa Chan

OAS Enhancements
Handling Fraudulent Application Cases (1)

- The University observed a significant increase in no. of fraudulent cases among the 2023/24 admission applications

- The Provost Office announced new procedures and guidelines for handling fraudulent application cases in Aug 2023, with a revised version announced in Oct 2023

- An Alert System is therefore also set up to record past confirmed fraudulent cases, so as to facilitate the detection of such cases at admission

  https://provost.hkust.edu.hk/announcement/20230823_fraud_application.pdf

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Wed 25/10/2023 3:05 PM

Associate Provost (Teaching and Learning)

(Revised Version) Procedures and Guidelines for Handling Fraudulent Application Cases

To   Anthea CHENG; Ellie HO; Mandy LEUNG; Chris TSANG; Jacqueline HUI; Mandy Sin; Christine Tang; Shirley Tang

Cc   Yike GUO; Jimmy C H FUNG; Yung Hou WONG; Hong K. LO; Kar Yan TAM; Kellee S TSAI; Huamin QU; Charles Wang Wai NG; James PRINCE; Renee K L KOU; Ivy Fung; Peggy Lee; Grace C M TSANG; Emily M NASON; Samantha LEUNG; Elaine CHAN (ISO); Chloe OOI; Sam CHOW; Sophie Tsa

Dear Colleagues

Further to the email below, there is a minor revision on the captioned guidelines after a recent discussion between the relevant offices. The latest version dated 11 October 2023 could be downloaded from the same URL:

https://provost.hkust.edu.hk/announcement/20230823_fraud_application.pdf
---- (*for staff only, ITSC log-in is required*)

In this version, a new paragraph (**2. Part II f.**) is incorporated in the guidelines. Other contents remain unchanged.

Would appreciate if you could forward this information to colleagues of your School/AIS who are handling admission applications in their daily work.

Thanks again!

Regards

On behalf of Associate Provost (Teaching & Learning)
Office of the Provost

From: Associate Provost (Teaching and Learning) <aptl@ust.hk>
Sent: Wednesday, August 23, 2023 2:59 PM
To: Anthea CHENG <ssanthea@ust.hk>; Ellie HO <egellie@ust.hk>; Mandy LEUNG

OAS Enhancements
Handling Fraudulent Application Cases (2)

- New system functions are provided in 2024/25 PG OAS

- Fraud alert indicator – integration with University's Alert System to identify <u>returning</u> fraudulent application cases

OAS Admin Interface

- Revised declaration statement upon application submission, and

OAS Applicant Interface

New optional fields in online reference report

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OAS Enhancements
General Declaration and Conflict of Interests – additional procedures/ clauses

OAS Admin Interface

OAS Enhancements

Updates in the Application Summary Report – additional data

OAS Admin Interface

Application Summary Report

Please specify your selection criteria below (partial match supported):

Admission Exercise: Please select
Admit Type: Please select
Applied Program:
- School: Please select
- Hub: Please select
- Program: Please select

Place of Origin:

Dept: Please select   Mode: Please select
Thrust Area: Please select
PhD/MPhil: Please select   PhD Fellowship: ☐ All HKPFS applicants

Application Status: Submitted
Submit Date:

Research Area:
or
or

Application Group: Please select
or Please select
or Please select

Applied Thrust Area:

Dept Review Progress:

Offer Progress:

Latest UG Qualification - Program Title	Latest UG Qualification - Major Area of Study	Latest UG Qualification - Current GPA/ Average Mark	Latest UG Qualification - Highest Score in the Grading Scale of Current GPA	Latest UG Qualification - Final GPA/ Average Mark	Latest UG Qualification - Highest Score in the Grading Scale of Final GPA	Latest UG Qualification - Award Classification	Latest UG Qualification - Joint Institution	L C N U C s

Reference s 1 - Salutatio n	References 1 - Name of Referee in English	References 1 - Job Title and Position	References 1 - Organization / Institution and Department	References 1 - Relationship with Applicant	References 1 - Email Address	References 1 - Alternative Email Address	References 1 - Phone Number	References 1 - Faculty/Staff Profile URL	References 1 - Priority (for HKPFS application only)	References 1 - References Status

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Outreach
Schedule for Upcoming Major Outreach Initiatives (tentative)

Year-round initiatives:
- Online media campaign, course-finder websites, outreaching via Faculty/RPg SA, social media, etc.

Major Initiatives	
Aug 2023 *(completed)*	• Welcome Receptions for new RPg & TPg students • PG Publications for 2024/25 Admissions • AFLSP Video
Oct 2023 *(completed)*	• Information Session (Hybrid) • FPP Virtual Fair (designated market) • Brand new recruitment tool - Spatial.io
Oct 2023 – **Jan 2024**	• Promotion of HKPFS/AFLSP (via eDMs, videos, on-campus publicity, etc.)
Feb 2024	• Virtual Fair/Information Session - *may co-host with HKUST(GZ)*
Apr – Jul 2024	• Monthly eDMs to offer recipients (for retention)

Outreach
New PG recruitment tool on the metaverse – Spatial.io

- Leveraging metaverse as a recruitment tool – virtual hub for the global prospects to explore RPg study opportunities at HKUST

- An interactive platform for prospects to connect with us and prompt them apply for HKUST programs

- Feature the information of top interest to prospective students, e.g. HKUST distinction and research excellence, HKPFS and other scholarship programs, students/ HKPFS awardees sharing

RPG Student Recruitment Initiatives for International Students
Outreaching via Faculty / RPG Student Ambassador – Sponsorship Scheme

- Sponsorship is available to faculty and RPG students who host online or in-person promotional seminars for RPG studies riding on pre-planned events (e.g. conference or returning home)
  - Promotional slides and marketing materials provided by FYTGS
  - Faculty/Student to provide post-event summary, contact list , photos, etc.
- Sponsorship amount:

Mode of Delivery	Faculty		Student Ambassador
Online	conference registration fee	Max total per faculty per fiscal year: HK$20,000	eGift Card valued at HK$800
Face-to-face	up to 2 nights of subsistence allowance per city stop		Airfare sponsorship, capped at HK$8,000 per trip

Note: Nominations will be reviewed and approved on a case-by-case basis

Details and Application/Nomination Guidelines available at https://pgadmission.hkust.edu.hk/resources/forms

Accept nominations all year round
Contact Point: Becky Mok

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Additional Reminders on Important Administrative Arrangements

The following pages contains information on selected topics which are extracted from the PG Admission Guidelines and the PG Admissions System. Please be reminded to observe the deadlines and consult the PG Admission Guidelines when you are in doubt.

- Data Privacy and Security – the PICS, the usage, the masking/purging, and more

- Documents Verification for HKUST PG Students and Graduates

- Special Approval for Program Registration - Release Offers

- Available E-Forms for Admissions

- Schedule for Push Notifications to Applicants

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Data Privacy and Security
Personal Information Collection Statement (PICS) (1)

- PICS and its PRC Addendum
- Declaration checkboxes upon account creation
- Consent collected in relation to
  - Direct marketing under the Personal Data (Privacy) Ordinance (PDPO) of Hong Kong
  - the Personal Information Protection Law (PIPL) of the Mainland, for those residing or located in the Mainland at the time providing application data
- Data may not be transferred to third parties except for admission assessment purposes
- Separate consent are to be collected if data are to be transferred to other parties, including HKUST(GZ)

OAS Applicant Interface

Please read the following Personal Information Collection Statement before creating your account:

Personal Information Collection Statement ("PICS")

1. Your Privacy

The Hong Kong University of Science and Technology (the "University") respects the personal data privacy of all individuals and pledges to be in compliance with the requirements of the Personal Data (Privacy) Ordinance of Hong Kong ("PDPO") so that the privacy of your personal data is protected in accordance with the standard required by law. In doing so, we require all our staff and agents to comply with the PDPO in the same manner as the PDPO applies to the University as a whole and adhere to the strictest standards of security and confidentiality.

"Personal data" means any personally identifying information or sensitive data from which it is practicable for the identity of an individual to be ascertained, such as: name, age, gender, photo image, address, contact details, HKID card or passport/entry permit numbers, education background, academic, assessment and performance records, and co-curricular data.

This PICS is provided by the University for the purposes of complying with the notification requirements under the PDPO when collecting personal data. It should be read in conjunction with the University's Data Privacy Policy Statement ("PPS"). A copy of which is available at this link: https://dataprivacy.ust.hk/university-data-privacy-policy-statement/

Please read this PICS and the PPS carefully to understand the policy and practices of the University regarding how your personal data will be treated. The PRC (People's Republic of China) Addendum ("Addendum") supplements the PICS and applies to you if you are residing or located in the Mainland. A copy of the Addendum is available at this link: https://fytgs.hkust.edu.hk/pics_addendum.

This PICS may from time to time be revised, or otherwise changed as the University deems necessary but the University will endeavor to give you advance notice of any such revision or change where practicable.

2. Purposes for which your Personal Data will be used

Before providing your personal information ("PI") for matters including submitting an admission application to and completing student registration with the University, please read carefully our Personal Information Collection Statement and, if you are residing or located in the Mainland, its PRC Addendum ("Addendum") as well, and check the applicable boxes:-

☐ I have fully read and understood the contents of the Personal Information Collection Statement of the University. I agree that the University may process and protect the PI that I provide to the University pursuant to the Personal Information Collection Statement.

Are you currently residing or located in the Mainland?

☐ Yes
  ☐ I have fully read and understood the contents of the Addendum. I agree that the University may process and protect the PI that I provide to the University pursuant to the Addendum.
  ☐ I understand and acknowledge that the PI that I provide to the University may contain sensitive PI, and I hereby give consent to the University to process such sensitive PI pursuant to the Personal Information Collection Statement and its Addendum.
  ☐ I agree that the PI that I provide to the University may be transmitted and stored by the University at its domicile or any other location it may designate.
  ☐ I agree that the University may disclose to and/or share with any related third party the PI that I provide to the University, pursuant to the Personal Information Collection Statement and its Addendum.

☐ No

(The checkboxes will be enabled when you scroll down to the bottom of the PICS.)

[Create my account] [Cancel and go back to homepage]

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Data Privacy and Security
Personal Information Collection Statement (PICS) (2)

Users must give consent to at least the first item in the form
<u>before Creating an Account in the Online Admission System</u>

Please read the following Personal Information Collection Statement before creating your account:

OAS Applicant Interface

Personal Information Collection Statement ("PICS")

1. Your Privacy

The Hong Kong University of Science and Technology (the "University") respects the personal data privacy of all individuals and pledges to be in compliance with the requirements of the Personal Data (Privacy) Ordinance of Hong Kong ("PDPO") so that the privacy of your personal data is protected in accordance with the standard required by law. In doing so, we require all our staff and agents to comply with the PDPO in the same manner as the PDPO applies to the University as a whole and adhere to the strictest standards of security and confidentiality.

"Personal data" means any personally identifying information or sensitive data from which it is practicable for the identity of an individual to be ascertained, such as: name, age, gender, photo image, address, contact details, HKID card or passport/entry permit numbers, education background, academic, assessment and performance records, and co-curricular data.

This PICS is provided by the University for the purposes of complying with the notification requirements under the PDPO when collecting personal data. It should be read in conjunction with the University's Data Privacy Policy Statement ("PPS"). A copy of which is available at this link: https://dataprivacy.ust.hk/university-data-privacy-policy-statement/

Please read this PICS and the PPS carefully to understand the policy and practices of the University regarding how your personal data will be treated. The PRC (People's Republic of China) Addendum ("Addendum") supplements the PICS and applies to you if you are residing or located in the Mainland. A copy of the Addendum is available at this link: https://fytgs.hkust.edu.hk/pics_addendum.

This PICS may from time to time be revised, or otherwise changed as the University deems necessary but the University will endeavor to give you advance notice of any such revision or change where practicable.

2. Purposes for which your Personal Data will be used

Before providing your personal information ("PI") for matters including submitting an admission application to and completing student registration with the University, please read carefully our Personal Information Collection Statement and, if you are residing or located in the Mainland, its PRC Addendum ("Addendum") as well, and check the applicable boxes:-

☐ I have fully read and understood the contents of the Personal Information Collection Statement of the University. I agree that the University may process and protect the PI that I provide to the University pursuant to the Personal Information Collection Statement.

Are you currently residing or located in the Mainland?
☐ Yes
  ☐ I have fully read and understood the contents of the Addendum. I agree that the University may process and protect the PI that I provide to the University pursuant to the Addendum.
  ☐ I understand and acknowledge that the PI that I provide to the University may contain sensitive PI, and I hereby give consent to the University to process such sensitive PI pursuant to the Personal Information Collection Statement and its Addendum.
  ☐ I agree that the PI that I provide to the University may be transmitted and stored by the University at its domicile or any other location it may designate.
  ☐ I agree that the University may disclose to and/or share with any related third party the PI that I provide to the University, pursuant to the Personal Information Collection Statement and its Addendum.
☐ No

(The checkboxes will be enabled when you scroll down to the bottom of the PICS.)

[Create my account] [Cancel and go back to homepage]

I have fully read and understood the contents of the Personal Information Collection Statement……

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Data Privacy and Security

Personal Information Collection Statement (PICS) (3)

Users' consent recorded <u>before submitting an Online Enquiry Form</u>

FYTGS Website

Privacy Policy and Personal Information Collection Statement

The University pledges to be in compliance with the requirements of the Personal Data (Privacy) Ordinance of Hong Kong ("PDPO") and other applicable laws so that the privacy of your personal data is protected in accordance with the standard required by law. The information you provide will be maintained and used by the University for administrative and academic purposes consistent with the mission of the University. Data collected will be kept confidential, and they may be transferred to departments/ administrative offices within HKUST for processing and use. For access or modification to personal data held by the University, please send your request to the Manager of the HKUST Fok Ying Tung Graduate School through the enquiry form. For details of the Personal Information Collection Statement, please visit here. For further details on the University's Privacy Policy, please visit https://dataprivacy.ust.hk/university-data-privacy-policy-statement.

☐ I agree and understand that the information collected will be kept confidential and will only be used for the purposes listed above.

💡 Personal Information Collection Statement (PICS) and PRC Addendum for admission
https://fytgs.hkust.edu.hk/pics

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Data Privacy and Security
Security for Data Usage – Access and Protection

- Access to applicant data will only be provided to HKUST faculty and staff who are:
  - involved in PG admissions
  - authorized by the Head of Dept or his/her designate
  - have already reported to duty at HKUST
- Access cannot be granted to HKUST(GZ) faculty or staff
- **If a colleague no longer needs access the OAS → inform FYTGS asap to remove access right immediately**
- Take practicable steps to safeguard against unauthorized or accidental access, processing, erasure, loss or use
- Use Microsoft's Azure Information Protection (AIP) to protect documents with confidential, sensitive, or personal data

- University training and resources: https://dataprivacy.hkust.edu.hk/Training-and-Resources

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Data Privacy and Security

Security for Data Usage – Access and Protection

- Some sensitive data fields are **removed from the reports by default**
- Users could manually select the sensitive data fields and will be prompted to specify **reason for downloading sensitive personal particulars**
- The files downloaded from the OAS will be **encrypted by either password or AIP** (depending on the file size and file type)

Data Privacy and Security
Direct Marketing to Applicants

- Make use of "Application Summary Report" function to review the applicant's intention for the University to use their data for the direct marketing

Data Privacy and Security
Direct Marketing to Prospective Students

- Consent from users should be sought before collection of personal data
- Allow "Opt-out" in communication
- Remove the personal data record after receiving opt-out requests

Sample

Privacy Policy and Personal Information Collection Statement

The University pledges to be in compliance with the requirements of the Personal Data (Privacy) Ordinance of Hong Kong ("PDPO") and other applicable laws so that the privacy of your personal data is protected in accordance with the standard required by law. The information you provide will be maintained and used by the University for administrative and academic purposes consistent with the mission of the University. Data collected will be kept confidential, and they may be transferred to departments/ administrative offices within HKUST for processing and use. For access or modification to personal data held by the University, please send your request to the Manager of the HKUST Fok Ying Tung Graduate School through the enquiry form. For details of the Personal Information Collection Statement, please visit here. For further details on the University's Privacy Policy, please visit https://dataprivacy.ust.hk/university-data-privacy-policy-statement.

☐ I agree and understand that the information collected will be kept confidential and will only be used for the purposes listed above.

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Data Privacy and Security

Security for Data Usage – Purging and Disposal

- Admission-related information, documents and files containing personal data of applicants should be properly stored, purged or disposed, no matter they are in electronic or paper format.
- For those applicants who are **not** registered, such documents **should be properly purged or disposed of** <u>at the end of the admission cycle</u>.

After Purging the Data in OAS

	Appl No.	Name	Email	Applied Program
1	61600000036	XXXX, XXXX XX XXX	xxxxxxx@xxxxx.xxx	PhD PHYS
2	61600000062	XXX, XXXXXXXX	xxxxxxxx@xxx.xxx	MSc ACCT
3	61600000086	XXXXX, XXX XXXX	xxxxxxxxxxx@xxxxxxx.xxx	MSc ISM
4	61600000153	XXXXX, XXX	xxxxxxxxxxxxxx@xxx.xxx	MPhil AES
5				

Data masked/removed

- ✖ Name
- ✖ Contact information
- ✖ Referees' information
- ✖ ID/Passport no.
- ✖ Date of Birth (keep month & year)
- ✖ Supporting Documents (hardcopies and attachments)

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Recap on Admission Workflow

*Documents verification for **HKUST PG** students and graduates*

Verification of previous qualification(s) obtained before last PG studies at HKUST, for <u>HKUST current PG students/ graduates</u>:

- FYTGS will verify their qualifications prior to the last HKUST PG studies.
- Applicants are required to provide official documents for **Degree qualifications/English test result obtained after the last PG studies** for substantiation.
- If applicants are required to submit GRE/GMAT test report but the score is expired upon the admission to new PG program, they are required to retake the GRE/GMAT test in order to fulfill the requirement.

For Departments/Program Offices:-
Please check if the applicants have uploaded the relevant qualifications in the OAS before recommending offers.

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Recap on Enhanced/Streamlined Processes

Special Approval for Program Registration - Release Offers

- As advised by ARO, due to technical constraints, offers (firm/ conditional ones) cannot be released for registration if they are for current HKUST students still "active in program".

- As such, offers can only be released when the graduation status of such current HKUST students changed from "Pending" to "In Review".

Screenshot of the OAS offer release interface

Below is a list of matched applications (total: 1):

Note #: **Cases not ready for release for registration:**
   a) Deposit payment yet to be verified, please follow up with program office.
   b) Applicant's student ID has not yet been assigned, please check.

Cases which require follow up:
   c) Applicant's Visa application is not yet approved or applicant does not have a valid Visa for study.
   d) Applicant is currently an active student, please check if he/she needs to apply for double registration.
   e) Applicant already has another offer released for registration, please check if he/she needs to apply for double registration.
   f) Applicant paid deposit for more than one program, please contact relevant program office(s) for payment arrangement.

| Select all | Un-select all |

	Select	Note	Batch Code	Appl No.	Student ID	Name	Local / Non-local	Offered Program / Mode	Offer Type	Entry Yr/ Term	Offer Progress
1	# ☐	c, d	-	621			Non-Local	PhD MECH Full-Time	Firm Offer	2021-22 / Fall	🔍 Offer confirmed

Recap on Enhanced/Streamlined Processes
Special Approval for Program Registration - Release Offers

	Current HKUST students who received **conditional offers** and their graduation is pending approval by CPS/CUS	Current HKUST students who received **firm offers** but their graduation is pending approval by CPS/CUS
Department	Ask the students to start submitting the e-Form in early August (Fall) / early January (Spring)*	Send the list of applicants who are current HKUST students and their graduation is pending approval by CPS/CUS to FYTGS*
Students	Submit e-Form in early August (Fall) / early January (Spring)	Update the offered department on their graduation status of the current program, if necessary.
FYTGS	Release the offers, upon confirmation of graduation status from ARO	Release the offers, upon confirmation of graduation status from ARO

*Departments are suggested to keep separate record of these current HKUST students upon offer recommendation when checking their profile.

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Recap on the Usage of e-Forms
Special Approval for Program Registration

Procedures:

Note: Use this e-Form only if

- *The applicant holds a valid, accepted offer, and*
- *He/she is a current HKUST student who is going to pass the HKUST ARO graduation check (as shown in SIS), and*
- *His/her graduation is pending approval by CPS/CUS*

1. **Dept/Program Office** sends the e-Form to the applicant. (https://admmms66.ust.hk/YZSoft/forms/Post.aspx?pn=Request%20for%20Special%20Approval%20for%20Program%20Registration)
2. **Applicant** completes Part I of the form for submission
   - The applicant must accept that <u>THE REGISTRATION IS PROVISIONAL ONLY</u>, pending formal approval of the graduation
4. **Dept/Program Office** reviews and enters the recommended decision details for PG Coordinator/Program Director to confirm.
5. **FYTGS** works on final clearance for provisional registration, upon confirmation of graduation status from ARO.

User Guides: https://pgadmission.hkust.edu.hk/resources/forms (Form A04)

e-Form Portal: https://admmms66.ust.hk/index.aspx

The Hong Kong University of Science and Technology
HKUST FOK YING TUNG GRADUATE SCHOOL
Request for Special Approval for Program Registration
(for HKUST Graduates)

| Applicant | > | Program Office/ Dept Admin | > | Prog Director/PG Coordinator | > | FYTGS |

Part I To be Completed by the Applicant

Name	
Application No.	HKUST Student ID
Program Admitted to	Please Select
Admission Term & Year	
HKUST Program Pending Graduation Approval	
Need to fulfil the conditional offer with 2nd class honors (please refer to the conditional offer details marked in the offer letter)	○ Yes ○ No
Need to fulfil the conditional offer with CGA requirement (please refer to the conditional offer details marked in the offer letter)	○ Yes, CGA ___ out of ___ ○ No

I would like to apply for special approval to register as a student of the admitted program before my graduation from the above-mentioned HKUST degree program is approved by the Senate Committee of the University in this September for Fall Term admission or March for Spring Term admission.

By submitting this form, I understand and acknowledge that, in case the Senate Committee does not approve my graduation:
(1) I have failed to meet the admission condition(s), and my student status will become null and void;
(2) the University will refund the deposit and tuition that I have paid; and
(3) (for applicant who require student visa/ entry permit) the University will notify the Hong Kong Immigration Department to void my student visa/ entry permit.

If I choose not to pursue the program for reasons other than failing to meet the admission condition(s), all fees paid are non-refundable and non-transferrable.

| Date of Submission (dd/mm/yyyy) | |

<- After completion of this request form, press the "submit" button on the upper left corner. ->

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Recap on the Usage of e-Forms
Request for Deferral of Postgraduate Admission

Procedures:
1. **Dept/Program Office** retrieves an applicant-specific e-Form link via OAS and sends it to the applicant.
2. **Applicant** fills in Part I of the form for submission.
3. **Dept/Program Office** reviews and approves as appropriate online. Administrative colleagues may enter decision details for PG Coordinator/Program Director to confirm approval.
4. **FYTGS** follows up on the deferred admission decision and updates in the OAS accordingly.

User Guides: https://pgadmission.hkust.edu.hk/resources/forms (Form A03)

e-Form Portal: https://admms66.ust.hk/index.aspx

Note:
- The e-mail domain for logging in to the e-Form system should be @ust.hk.
- Deferral for more than 1 year <u>will not be entertained</u> unless with strong justification. Please send the request to FYTGS before submitting the e-Form.

Schedule for Push Notifications to Applicants
Closing Date Reminders

- System-generated emails via OAS, **7 calendar days** before Application Deadlines
  - Application Deadlines preset by Depts/Offices are saved in OAS and shown in the program catalog
- for extending the Application Deadlines: please inform FYTGS **at least 2 weeks in advance**

GENERAL INFORMATION	INTRODUCTION	LEARNING OUTCOMES	CURRICULUM	ADMISSION REQUIREMENTS	APPLICATION

Apply online before the application deadlines.

Application Fee HK$250

Application Deadlines For 2024/25 Fall Term Intake (commencing in Sep 2024):

Non-local Applicants*
Full-time: 1 Jun 2024
Part-time: 1 Jun 2024

Local Applicants
Full-time: 15 Jul 2024
Part-time: 15 Jul 2024

Presumptions:
- deadline will not be extended
- late application will not be allowed

If otherwise, please advise FYTGS in advance

* Applicants are considered as non-local students if they hold (i) student visa/ entry permit; or (ii) visa under the Immigration Arrangements for Non-local Graduates (IANG); or (iii) dependent visa/entry permit who were 18 years old or above when they were issued with such visa/ entry permit by the Director of Immigration. For details on student visa/ entry permit requirements, please click here.

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Schedule for Push Notifications to Applicants
Visa-Related Reminders

Messages	Timing for Fall Term
Application invitations	Mar – Jul Once a month
Submission of paper applications	May – Jul Once a month

Departments may also help to remind their non-local applicants to submit their visa applications to ensure no one is missed.

Schedule for Push Notifications to Applicants
Other Reminders

Reminders	Timing for Fall Term
for document submission	Jun – Aug Once a month
for offer acceptance	1 day after offer recommendation deadlines
for student housing application (full-time RPg only)	15 Jun

Thank you.

Let's work closely together for another fruitful year!

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