



PG Outreach & Admissions Briefing Session

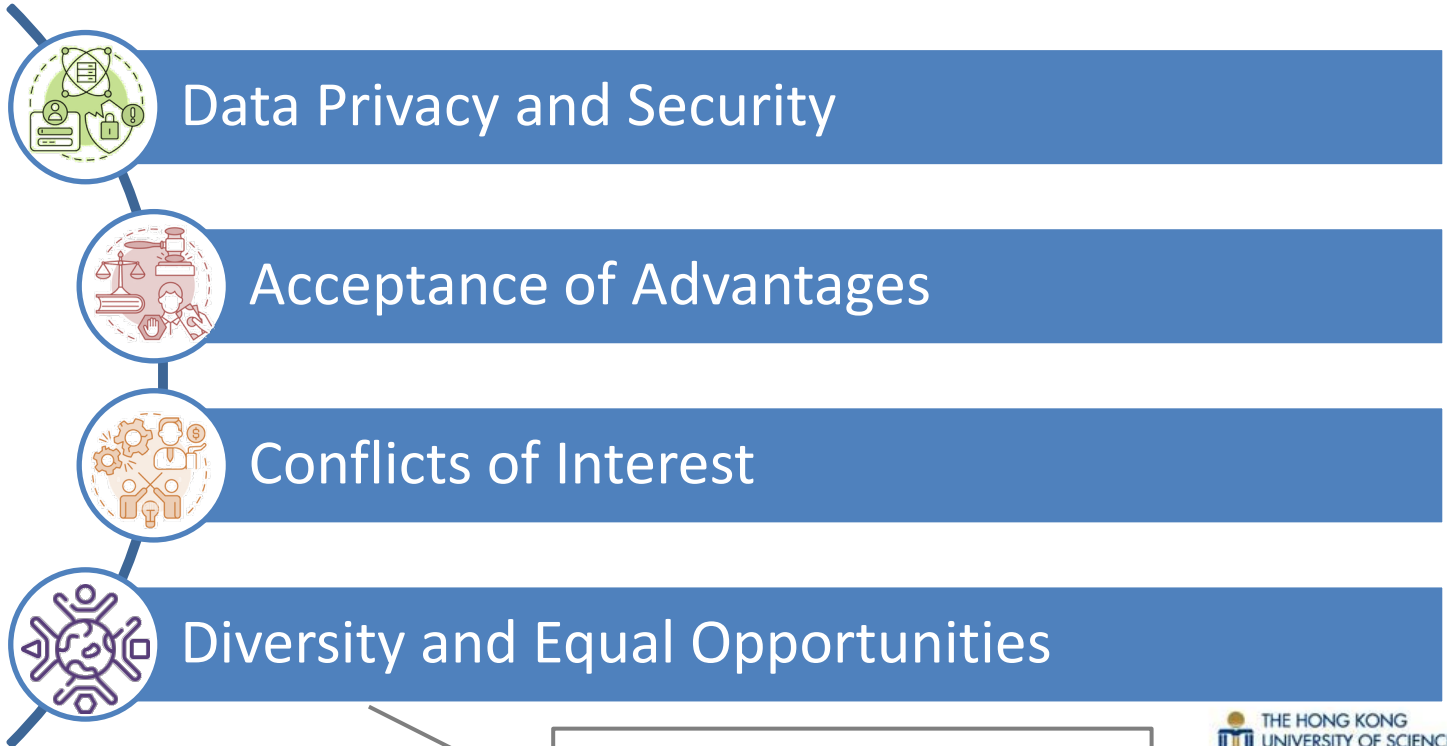
HKUST Fok Ying Tung Graduate School

31 October 2024

(Further update by FYTGS on 2024.12.10)



Important Notes for PG Admissions



Equal Opportunities and
Anti-discrimination Admission Policy




Diversity and Equal Opportunities

fytgs.hkust.edu.hk/admissions/Admission-to-Hong-Kong-Campus/submitted-application/how-to-apply

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY | FOK YING TUNG GRADUATE SCHOOL

About FYTGS | Admissions | Academ

Equal Opportunities and Anti-discrimination Admission Policy



The Hong Kong University of Science and Technology is committed to creating and maintaining a diverse, inclusive and open campus environment in which HKUST members including students, faculty and staff, are treated with fairness, presented with equality of opportunities, with diversity valued and respected. The University opposes, and will proactively challenge and eliminate, any form of discrimination and harassment, prejudices and biases to ensure a level playing field, regardless of any individual characteristics. To learn more, you may visit [the website on HKUST Diversity and Equal](#)

FYTGS Logout

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY | PG Admission Guidelines

Important Notes | PG Admission | Special Admission Schemes | Short-term Studies | Resou

Important Notes

Data Privacy and Security	<h3>Diversity & Equal Opportunities</h3> <ol style="list-style-type: none">The Hong Kong University of Science and Technology is committed to creating and maintaining a diverse, inclusive and open campus environment in which HKUST members including students, faculty and staff, are treated with fairness, presented with equality of opportunities, with diversity valued and respected.The University opposes, and will proactively challenge and eliminate, any form of discrimination and harassment, prejudices and biases to ensure a level playing field, regardless of any individual characteristics.
Acceptance of Advantages	
Conflict of Interest	
Diversity & Equal Opportunities	



ICAC's Review for Corruption Prevention (Jul–Aug 2024)

- Reviewed the procedures and guidelines for admission and handling of fraud application
- Emphasized the importance of digitalisation of the processes
- Additional Recommendations from ICAC
 - Conduct supervisory checks on processes, e.g. ID/qualification verification, applicant selection
 - Generate management reports for irregularities, e.g. monitor application, interview, offer and acceptance figures
 - Enhance the handling process for conflict of interest (COI) declaration and approval, e.g. justification and rationale for the decided action to mitigate the declared COI
 - Provide justification for application and offer deadline extension for individuals
 - Lay down shortlisting criteria and procedure, and maintain their confidentiality
 - Lay down procedures on interview re-arrangements and keep proper documentation of ID check



- keep proper documentation of procedures and assessment, and proper records of special handling/ conflicts of interest cases
- updates to relevant sections in the PG Admission Guidelines and FYTGS website

Declaration on Observing the Guiding Principles for PG Admission via OAS

HKUST 香港科技大學

Postgraduate Admissions System (2025-26 Entry)

[Logout]

| Main Menu |

Please read and complete the following before your initial login to the Postgraduate Admissions System (2025-26 Entry):

Staff and personnel involved in postgraduate admission activities are reminded to observe the Postgraduate Admission Guidelines (<https://pgadmission.hkust.edu.hk>), which covers, among others, the general operating procedures and the important guiding principles on data privacy and security, acceptance of advantage and conflict of interest.

1. Data Privacy and Security

The University respects the personal data privacy of all individuals and pledges to comply with the requirements of the Personal Data (Privacy) Ordinance of Hong Kong (<https://dataprivacy.hkust.edu.hk/university-data-privacy-policy-statement>). Detailed guidelines on the collection, use, retention, protection, and access of personal data arisen from the admission exercise can be found in <https://pgadmission.hkust.edu.hk/important-notes/data-privacy-and-security>. While only authorized staff may have access to admissions data, all staff involved in the admission exercise agrees not to disclose any personal data or confidential information pertaining to any applicant(s) to anyone outside the University.

2. Acceptance of Advantages

According to the Prevention of Bribery Ordinance (Cap 201 of the Laws of Hong Kong), University staff who, amongst others, solicits or accepts any advantage as an inducement to or reward for performing duties, or for assisting, favouring, hindering or delaying any person in any transaction with a public body, shall be guilty of an offence.

In the context of student admission, unless permission is granted by the University in accordance with the University's Guidelines on Acceptance of Advantages, staff and personnel involved are prohibited from soliciting or accepting advantage of any kind from any person who might have an interest in the admission or non-admission of his own or any other person. For details, please refer to the HRO's website (<https://staffmanual.hkust.edu.hk/policies-guidelines-procedures/guidelines/acceptance-of-advantages>). Whenever in doubt, staff members are urged to consult the Ordinance or contact the respective team in the Human Resources Office with responsibilities for their Department/Office/Center.

3. Conflict of Interest

Staff and personnel participating in postgraduate admission activities should confirm their understanding and acceptance of the above and declare any conflict of interest at the start of each admission cycle.

- (i) I confirm that I have read and fully understand the aforesaid and the relevant guidelines including the Postgraduate Admission Guidelines, and I agree to observe the same in carrying out of my duties with regard to the 2025/26 Postgraduate Admission Exercise; and
- (ii) I undertake not to divulge or disclose by any means any personal data or confidential information concerning any of the applicants, except as necessary in the performance of my duties related to the 2025/26 Postgraduate Admission Exercise; and
- (iii) I confirm that there are no conflict of interest of any nature, be it actual, potential, perceived, or whether direct or indirect, which would prevent me from participating in the 2025/26 Postgraduate Admission Exercise. Should such a conflict shall subsequently arise or is brought to my notice at a later stage of the admission cycle, I will immediately report the circumstances to the chairperson of the selection board.
- OR
- I have submitted a duly completed and signed Declaration Form for Conflict of Interest for Postgraduate Admission with regard to the 2025/26 Postgraduate Admission Exercise, wherein I have detailed the circumstances that gives or may give rise to a conflict of interest.

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

OAS Admin and Departmental Interface

OAS users must read the following clauses and complete the user declaration at their initial login to the OAS.

1. Data Privacy and Security
2. Acceptance of Advantages
3. Conflict of Interest

updates






In the event a conflict of interest arises, staff members **must give full disclosure and separately submit a signed Declaration Form** to the appropriate party.

More details: [Conflict of Interest](#) | [PG Admission Guidelines](#)

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

Welcome to the Postgraduate Admissions System

Points to note :

- Only authorized users can access the functions listed below. For authorization details, please contact your Department Coordinator.
- Items requiring follow-up are listed in *Items Awaiting Your Action* below. Please check.
- If you have any queries, please contact FYTGS at pgadmi@ust.hk or ISO at isupport@ust.hk.
- PG Admissions Website is at <https://fdgs.hkust.edu.hk/apply>.

To proceed, please select an option from below:

Assessment and Recommendation	Enquiries and Reports	Other Supporting Functions
<p>Items Awaiting Your Action</p> <ul style="list-style-type: none"> Shortlist Applications for Review Select Applicants for Interview Record / Update Interview Schedule Record / Update Interview Result and Offer Details Offers Recommended for School Endorsement Endorse Offers by School Reject Applications 	<ul style="list-style-type: none"> Application Enquiry Application Profile Report Application Summary Report Offer Enquiry Application Payment Enquiry Offer List Offer Progress Statistics 	<ul style="list-style-type: none"> Request Additional Documents Assign Application Group Modified Applications List Unloaded Documents List Amend Research Plan & Vision Statement (for HKPFS Nomination) Reference Report Maintenance (for HKPFS Nomination) HKPF Research Plan & Vision Statement Download HKPF Nomination Data Download (Reference Report)

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY | MY ADMIN INTRANET

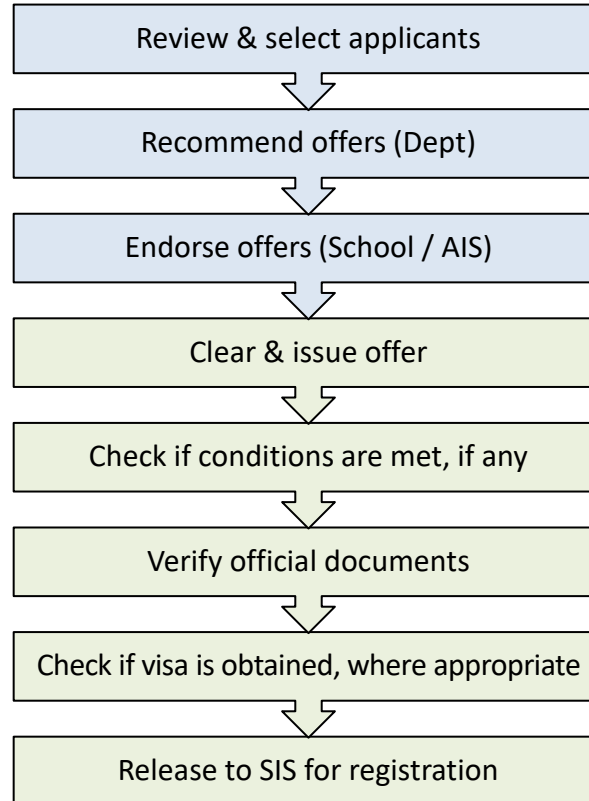
- PG Admissions (2025-26 Entry) 
- PG Admissions (2024-25 Entry) 

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:** Becky Mok
 - SSCI** – Becky Mok
 - SENG** – Karis Leung
 - SBM** – Candy Chung
 - SHSS & AIS** – Amber Fung
- **Short-term study (exchange, visiting, visiting internship and associate PG):** Tim Yung
- **OAS-related:** Amber Fung & Karis Leung



FYTGS

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



Agenda

1. Key highlights/updates on PG admission arrangements and outreach activities
2. Sharing on the handling of admission frauds

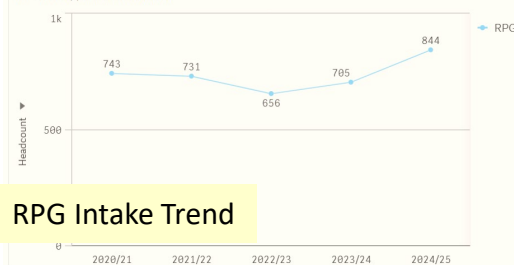
PG Admission and Outreach – Highlights (1)

Admissions in General

- Diversity and internationalization of intakes for both RPg and TPg programs
 - Target RPg enrollment: 20% : 20% : 60% (HK : International : MTM)
 - TPg intake target quota for full-time programs
- No part-time RPg admission for non-locals and about local/non-local definition
- Annual operation schedule and important deadlines
- Changes in tuition fees
- Bench fee for full-time self-financed non-local RPG students
- Allowance for Visiting Internship Students and the International VIS Program

Intake Headcount / FTE by Academic Career

*FTE ONLY applicable to UG / RPG



RPG Intake Trend

Intake Headcount / FTE by Academic Career

*FTE ONLY applicable to UG / RPG



TPG Intake Trend

Source: pair Portal (Sep snapshot)

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.**

EDB's and 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 stated in the OAS and FYTGS Website

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.

Applying for Student Visa

Who is a Non-Local Student?

A student holding one of the following documents is considered as a non-local student:

- Student visa/ entry permit; or
- Visa under the [Immigration Arrangements for Non-local Graduates \(IANG\)](#); or
- [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 more details on definition of non-local students, please visit [here](#).

A non-local student is not allowed to pursue part-time research postgraduate studies (MPhil/PhD) in Hong Kong.



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

Definition of Local and Non-local Students

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 (ASMTTP) (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

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*)
4	Visa / Entry permit for Top Talent Pass Scheme (TTPS) [to be confirmed by EDB and UGC]^

* as of the date when the dependent visa was issued

^ Nov 2024 update: EDB advised that “the definition of local/non-local status under the TTPS is currently under review”, and is to be confirmed. In alignment with ARO, TTPS holders are considered as non-local until further updates from EDB or UGC.

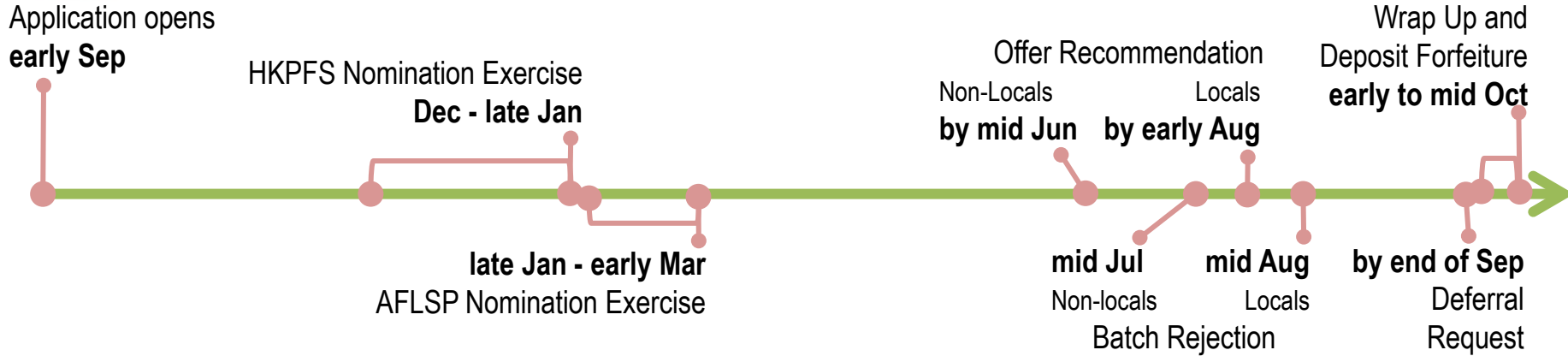
Reference of the above information

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



Annual Operation Schedule and Important Deadlines

a typical Fall Term admission cycle – some major dates



Missing the Deadlines affects visa application processing, delays tuition fee calculation, means extra approval requirement, disturbs data capturing for CDCF reporting

HOW YOU MAY HELP

- 1) Refer to the deadlines and key dates on the PG Admission Guidelines
- 2) Provide Tentative Offer Schedule and Plans to FYTGS to minimize schedule clashes

Offers and Issuance Efficiency: Checking before Recommending Offer

Please check the followings before recommending your offers.

	Information / Documents	Remarks
1	Name, Date of Birth, ID/Passport No., <div style="border: 1px solid orange; padding: 2px;"> Visa Validity by Program Commencement </div>	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ certified by University's Central Unit (e.g. Registry, 檔案室 etc.) / notary public
6	TOEFL, IELTS, GMAT, GRE	<ul style="list-style-type: none"> ➤ scores should be inputted to the application form ➤ [For TPg] check if the scores meet the program-specific requirements

at least 3 months from program start date **or** monitor and remind applicant to produce a valid visa for admission



- Offers which the required documents still pending in 5 working days after they are recommended by the Departments will be returned to the Departments by FYTGS.
- 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>



Changes in the Tuition Fees

- Tuition fee for UGC-funded programs is subject to review by the HKSAR Govt
 - RPG tuition fee will increase annually from 2025/26 to 2027/28 AY
 - Tuition fee for visiting internship students is therefore also increased from 2025/26 to 2027/28 AY

<https://fytgs.hkust.edu.hk/admissions/short-term-study-Hong-Kong-Campus/pg-visiting-internship-students>
- Tuition fee for Visiting PG Students is under review

Tuition Fees

Research Postgraduate Programs (MPhil or PhD)

- HK\$44,500 (full-time/part-time)[#]

[#]As announced by the HKSAR Government, the tuition fee will be HK\$44,500 for 2025/26 academic year (full-time/part-time) and be adjusted to HK\$47,000 for 2026/27 and HK\$49,500 for 2027/28.

- For Full-Time Local Students:

- ▶ The HKSAR Government has introduced the Tuition Waiver Scheme for all full-time local MPhil and PhD students. For details, please visit [here](#).

Doctor of Business Administration (DBA) & Taught Postgraduate Programs (EMBA, MBA, MSc, MA, MPM

Tuition fees for RPg students

<https://fytgs.hkust.edu.hk/fees>



Introduction of Bench Fee from 2024/25

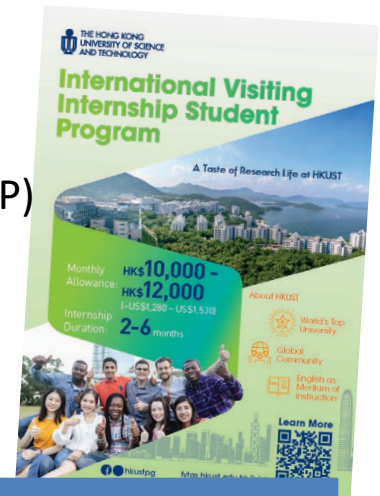
- A small number of RPG students are admitted without University's PGS ("self-financed RPG students"). They pursue UGC-funded RPG programs on a self-financed basis and are charged the same tuition fee as other regular RPG students with PGS.
- A new **Bench Fee** is introduced to account for 'the costs of the diverse range of resources and services' that the University provides to full-time non-local self-financed RPg students
 - Exemptions for students funded by recognized projects or scholarships, or exceptional cases reviewed and approved by Dean of FYTGS
 - Effective from 2024/25 intake cohort
- Bench fee is payable annually and is subject to annual review by the University
 - The bench fee rate for 2024/25 and 2025/26 is HK\$150,000
- Further details to be announced in due course

Allowances for Visiting Internship Student and the International Visiting Internship Student Program (IVISP)

- Allowances/financial support provided to Visiting Internship Students
 - subject to tax if the total amount received exceeds the prevailing Basic Allowance for HK taxes
 - *monthly rate x duration of stay < Basic Allowance per fiscal year*
- Institution support for any change in study period
- 50:50 matching for International Visiting Internship Students (IVISP)
 - Internship period: 2 – 6 months
 - Allowances:
 - expected monthly rate is \$10,000 - \$12,000
 - 50% of the actual monthly rate or \$6,000, whichever lower



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



IVISP
Rolling-basis Applications
Contact Point: Elsa Chan



PG Admission and Outreach – Highlights (2)

Special Schemes

- HKPFS nominations
 - 2025/26 Key Dates: ranked by noon 3 Jan; recommend offer by 8 Jan (Guaranteed Pool) / by 20 Jan (Reserved Pool); Faculty Panel meeting: week of 13 Jan
 - **HKPFS Nomination Summary Table** - Comments from HKUST HKPFS Faculty Panel
 - Provide ample descriptions of the candidate's strengths and attributes, including information specific to his/ her disciplines of study
 - e.g. subject/country ranking, papers/publications/other evidence of research potential
 - Refer to the sample provided in the template to standardize the format of the information provided
 - **HKPFS Nomination** – Comments from RGC
 - The focus of attracting the best and brightest from around the world never changed
 - State the unique qualities of the candidate that justify for an HKPFS award
- Asian Future Leaders Scholarship Program (AFLSP)
 - 2025/26 application deadline: 24 Jan 2025
- RedBird PhD Award Program
 - New requirements from FO for the submission of disbursement – use SAS



PG Admission and Outreach – Highlights (3)

Outreach

- Year Plan on Major Outreach Initiatives
- Sponsorship Schemes for Outreaching via RPg Student Ambassador/ Faculty

Schedule for Upcoming Major Outreach Initiatives

Year-round initiatives:

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

Major Initiatives (tentative)	
Aug 2024 <i>(completed)</i>	<ul style="list-style-type: none"> • Welcome Receptions for new RPg & TPg students • PG Publications for 2025/26 Admissions • Videos for RPg Studies/HKPFS/AFLSP (updated)
Oct 2024 <i>(completed)</i>	<ul style="list-style-type: none"> • Information Session (Hybrid)
Nov 2024	<ul style="list-style-type: none"> • Photo-shooting Project
Oct 2024 – Jan 2025	<ul style="list-style-type: none"> • Promotion of HKPFS/AFLSP (via eDMs, videos, on-campus publicity, etc.) • Recruitment Talks (SHUA & AUA)
Mar 2025	<ul style="list-style-type: none"> • Virtual Fair/Information Session - <i>may co-host with HKUST(GZ)</i>
Apr – Jul 2025	<ul style="list-style-type: none"> • Video Production for 2026/27 Admissions • Monthly eDMs to offer recipients (for retention)

HKUST Information Session on MPhil & PhD Studies

3 Oct 2024 (Thu)
6:00pm (GMT+8)
Room 2465, 2/F (Lifts 25/26), Academic Building, HKUST or Online via Zoom

Postgraduate Studies @HKUST

The Hong Kong University of Science and Technology

Visit the Hong Kong University of Science and Technology

Established in 1991, The Hong Kong University of Science and Technology (HKUST) is a world-class research-intensive university located at Hong Kong, the heart of Asia. With the robust research infrastructure, distinguished faculty and generous funding support, HKUST nurtures well-rounded graduates with a global vision, a strong entrepreneurial spirit and innovative thinking.

47 Schools, 95 Faculties, 38 Institutes, 740 Research Centers, 16,800 Students, 7,300 Faculty Staff, Public

Sponsorship Scheme - Outreaching via Faculty / RPG Student Ambassador

- Sponsorship is available to faculty and RPG students who host sharing session in promoting RPG studies, riding on pre-planned events (e.g. conference or returning home)
 - Promotional slides & marketing materials to be provided by FYTGS
 - Faculty/Student to provide post-event observations, contact list, event photos, etc.
- Sponsorship amount:

Faculty	RPg Student Ambassador
Up to 2 nights of subsistence allowance per city stop	Face-to-Face Events: <ul style="list-style-type: none">• Round-trip airfare (economy class)• Travel insurance• Capped at HK\$8,000 per trip
Maximum sponsorship per faculty per fiscal year: HK\$10,000 (cumulative)	Online Events: HK\$800 (e-Gift card) per session

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



Accept nominations *all year round*
Contact Point: Becky Mok/Karis Leung



Sharing

Handling of admission frauds



Handling Fraudulent Application Cases

- 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 the latest revised version updated in Feb 2024.
- 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

Role of the Departments/Program Offices

- To review the application profiles thoroughly and conduct interviews during the selection process.
- To report any fraudulent cases identified during selection process and provide details for FYTGS to file in the alert system.
- To communicate with applicants if any forged documents are discovered.

[Reminder] Procedures and Guidelines for Handling Fraudulent Application Cases

GC Grace C M TSANG
To: rpgdir-list@lists.ust.hk; tpgdir-list@lists.ust.hk
Cc: rpgadmin-list@lists.ust.hk; tpgadmin-list@lists.ust.hk;
Anthea CHENG; Margaret S C CHAU; +9 others
You forwarded this message on 4/10/2024 14:37.

To: PG Program Directors

Dear professors and colleagues,

Further to the emails from the Provost Office below, please note that the Procedures and Guidelines for Handling Fraudulent Application Cases previously developed by Associate Provost (Teaching and Learning), ARO, FYTGS and URAO is available for staff access via [here](#).

While the admission for 2024/25 Fall Term will close in the next months, you may be planning to issue the final batches of offers and expecting the final transcripts and diplomas for your new students. With the University's zero-tolerance policy towards admission fraud, kindly be reminded to observe the said Procedures and Guidelines including the role of Program Offices and Departments in conducting thorough investigation and verifying documents about suspicious admission cases at all times.

We trust that the concerted anti-counterfeiting efforts of your teams and the FYTGS would ensure the integrity of the admission process and maintain the reputation of our academic programs.

If you have any question, please consult the [Procedures and Guidelines](#).

Thank you for your kind attention.

Best regards,

Grace
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Grace Tsang
Head of Postgraduate Outreach and Admissions
HKUST Fok Ying Tung Graduate School
The Hong Kong University of Science and Technology
Tel: +852 2358 5068
<https://fyts.hkust.edu.hk/>

From: Sophie Tsa <sophietsa@ust.hk>
Sent: Tuesday, 21 May 2024 3:01 PM
To: Peggy Lee <apegey@ust.hk>; Jimmy C H FUNG <majfung@ust.hk>; Carrie YIU <cklyu@ust.hk>
Cc: James PRINCE <jamesprince@ust.hk>; Emily M NASON <anson@ust.hk>; Elizabeth LAM <ehlam@ust.hk>; Edgar KWAN <shkwan@ust.hk>; Grace C M TSANG <grace.tsang@ust.hk>; Tammy LAW <tammylaw@ust.hk>; Samantha LEUNG <leungsam@ust.hk>; Renee K L KOU <renee.kou@ust.hk>; Ivy Fung <arivy@ust.hk>
Subject: RE: Procedures and Guidelines for Handling Fraudulent Application Cases

Dear Peggy and Colleagues

Please note that the latest version of the caption is now available in the same URL:

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

For your reference, please.

Regards

Sophie

Handling Fraudulent Application Cases

- New system functions are provided in 2024/25 PG OAS
- Fraud alert indicator – integration with University’s Alert System to identify returning fraudulent application cases

OAS Admin Interface

Shortlist Applications for Review

Selection criteria: [Please select] Back to Search

Shortlist Decision : Pending, Undecided, To be Rejected, Application already forwarded for review

Assign this shortlist decision to selected applications : Decision: [Please select] to Reviewer(s): [] Assign

ⓘ "Undecided" and "To be Rejected" decisions cannot be assigned to applications marked "For Review".

Below is a list of matched applications (total : 1440):
| Select all | Un-select all |

Select	Shortlist Decision	To Reviewer(s) (forwarded on)	Latest Dept. Recommendation	Fraud Alert	Appl No.	Name	Applied Program / Mode of Study	Top 3 Research Interests
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- Revised declaration statement upon application submission, and

OAS Applicant Interface

Provision of Application Materials

1. I declare that the information given in support of this application is accurate and complete. I understand that this information will be used in the admission decision process.
2. I understand that if the University has reasonable grounds to conclude that any falsified, forged, or misleading information/document has been provided to the University as part of my admission process, whether by direct or indirect commission or omission, the University will have the sole and absolute right to, amongst others, disqualify my application and any offers, cancel my enrolment, and where appropriate, revoke any degree conferred. I also understand that any and all fees paid to the University will not be returned in such circumstances, and I am liable to refund in full the stipends and awards (including but not limited to studentships, fellowships, scholarships and allowances) provided to me in relation to my study at the University. I further understand that under the [Crimes Ordinance \(Cap. 200 of the laws of Hong Kong\)](#), a person committing the offence of forgery is liable on conviction on indictment to imprisonment.

New optional fields in online reference report

A2. Additional Information of the Referee:

Alternative Email Address (Work/Personal) []

Faculty/Staff Profile URL []

Other Information []

Fraudulent Case

Sample 1

Fri 02/12/2022 11:12
Boston University <noreply@parchment.com>
Boston University : Parchment Send Service :: Document #41007242
To: HKUST PG Document Verification
If there are problems with how this message is displayed, click here to view it in a web browser.

BU Office of the University Registrar

Boston University has sent you an official, secure PDF transcript on behalf of [REDACTED]

This document is available to download for a limited time, so your prompt attention is requested. You have the ability to download the document up to 7 times within the next 30 days.

When you visit the secure download site listed below, a passcode will be sent to you. This passcode is required to access the transcript.

[Click here to access the secure document](#)

Or cut/paste the following url in your browser:
<https://exchange.parchment.com/careentialsolution.../index.php?c=category&id=5>

This document is a secure PDF and requires the free Adobe Reader(v8.0 or greater) or Adobe Acrobat.

Click [here](#) to download the latest version of the free Adobe Reader.

Notice to Mac and Linux users: When viewing an electronic transcript, users must use Adobe Reader to view the transcript, you cannot view it with other PDF viewers.

[Get Adobe Reader for free](#)

Troubleshooting: If the eTranscript is blank when downloaded, please view these guides to assist with the process, [Windows users going through Chrome or Firefox](#), [Mac users](#).

Need Help? For any further questions or help, please contact the Boston University Office of the Registrar at registrar@bu.edu or 617-353-3612

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Please do not respond to this message. This email was sent from an unattended mailbox.
To learn more about Parchment,, please visit our website at exchange.parchment.com.

Wed 08/06/2022 13:01
Boston University <noreply@parchment.com>
Boston University : Parchment Send Service :: Document #39113574
To: HKUST PG Document Verification

Authentic Link

BU Office of the University Registrar

Boston University has sent you an official, secure PDF transcript on behalf of [REDACTED]

This document is available to download for a limited time, so your prompt attention is requested. You have the ability to download the document up to 7 times within the next 30 days.

When you visit the secure download site listed below, a passcode will be sent to you. This passcode is required to access the transcript.

[Click here to access the secure document](#)

Or cut/paste the following url in your browser:
https://exchange.parchment.com/send/dda/index.php?main_page=welcome&id=12cckk4t8em2189s9zoebgc

This document is a secure PDF and requires the free Adobe Reader(v8.0 or greater) or Adobe Acrobat.

Click [here](#) to download the latest version of the free Adobe Reader.

Notice to Mac and Linux users: When viewing an electronic transcript, users must use Adobe Reader to view the transcript, you cannot view it with other PDF viewers.

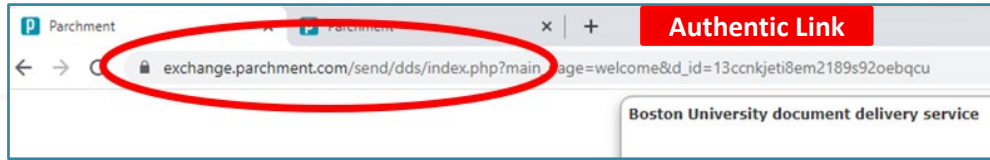
[Get Adobe Reader for free](#)

Troubleshooting: If the eTranscript is blank when downloaded, please view these guides to assist with the process, [Windows users going through Chrome or Firefox](#), [Mac users](#).

Altered Parchment link
"careentials.com"

Fraudulent Case

Sample 2



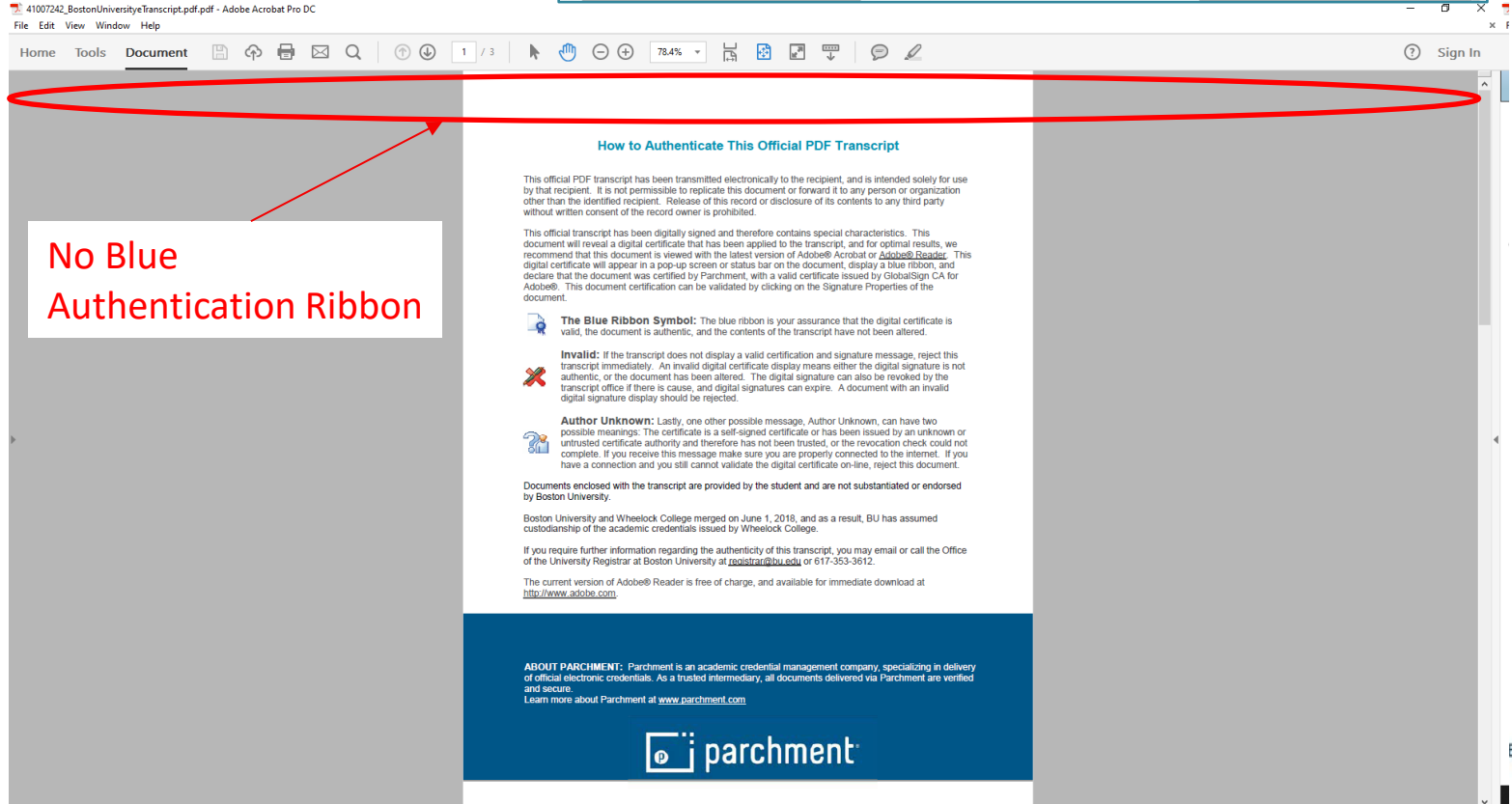
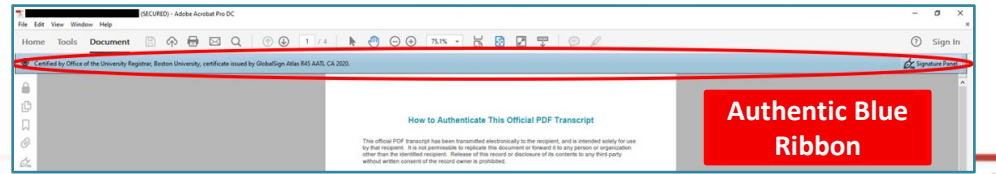
Suspicious web address

A screenshot of a fraudulent document delivery service page. The page header includes "Boston University document delivery service" and "Help/Additional Information Log Off". The main content area features the BU logo and "Office of the University Registrar". A progress bar shows "Step 1: Request Passcode" as the active step, with "Step 2: Enter Passcode" and "Step 3: Download" as subsequent steps. A red box labeled "Authentic information" highlights the text "For any further questions or help, please contact the Boston University Office of the Registrar at registrar@bu.edu, 617-353-3612." A red circle highlights the email address `registrar@bu.edu`. At the bottom of the page, another red circle highlights the email address `pgdoc@ust.hk` in the text "For any further questions or help, please contact the Boston University Office of the Registrar at pgdoc@ust.hk, 617-353-3612." The footer contains "Copyright © 2022 Parchment Inc. All Rights Reserved".

Incorrect contact information

Fraudulent Case

Sample 3



Fraudulent Case

Sample 4

Suspicious alteration to the document by editing software

Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: 41007242_BostonUniversityTranscript.pdf

Title: 模板 1

Author:

Subject:

Keywords:

Created: 06/09/2022 02:34:07

Modified: 01/13/2023 10:57:28

Application: Adobe Illustrator 25.0 (Macintosh)

Advanced

PDF Producer: macOS 版本: 12.3.1 (版本: 21E250) Quartz PDFContext

PDF Version: 1.6 (Acrobat 7.x)

Location: [REDACTED]

File Size: 1.44 MB (1,511,483 Bytes)

Page Size: 8.50 x 11.00 in

Number of Pages: 3

Tagged PDF: No

Fast Web View: No

Help OK Cancel

of official electronic credentials. As a trusted intermediary, all documents delivered via Parchment are verified and secure. Learn more about Parchment at www.parchment.com

parchment

Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: [REDACTED]

Title:

Author:

Subject:

Keywords:

Created: 07/06/2022 22:00:32

Modified: 08/06/2022 05:00:34

Application:

Additional Metadata...

Advanced

PDF Producer: iText 2.1.7 by 11XTX; modified using iText® 7.1.17 ©2000-2021 iText Group NV (AGPL-version)

PDF Version: 1.4 (Acrobat 5.x)

Authentic document without editing

Fraudulent Case

Sample 5

Tue 10/01/2023 15:00
Parchment <noreply@parchment.com>
You've Received A Document

To: HKUST PG Document Verification

You forwarded this message on 16/01/2023 09:44.
If there are problems with how this message is displayed, click here to view it in a web browser.

Altered Parchment link: "clearngouse"

University of California Los Angeles has sent you a Transcript with the Parchment Delivery ID (DID) TWLOZTXU on behalf of [REDACTED]. This Transcript is available for you to download for 30 days, so your prompt attention is requested. The requestor of this document will receive an email notification once you access the Transcript.

[Access the Transcript](#)

If the button above does not work, copy and paste the following URL in a browser window:
<https://receive.parchment.com.studentclearngouse.org/index.php?c=category&id=1>

Thank you for using Parchment!

About Parchment - The most advanced digital credentials service

Parchment is the most widely adopted digital credential service, allowing learners, academic institutions, and employers to request, verify, and share credentials in simple and secure ways. The platform has helped millions of people and thousands of schools and universities exchange more than 30 million transcripts and other credentials globally.

Please do not respond to this message. This notification has been sent to you by Parchment on behalf of the Requestor noted above. Parchment respects your privacy. This email and any attachments are confidential and are intended solely for the use of the named addressee. If you have received this email in error, please [contact Parchment](#). Thank you.

Authentic Link

University of California Santa Barbara has sent you a Graduation Verification with the Parchment Delivery ID (DID) TWLJU30K on behalf of [REDACTED]. This Graduation Verification is available for you to download for 30 days, so your prompt attention is requested. The requestor of this document will receive an email notification once you access the Graduation Verification.

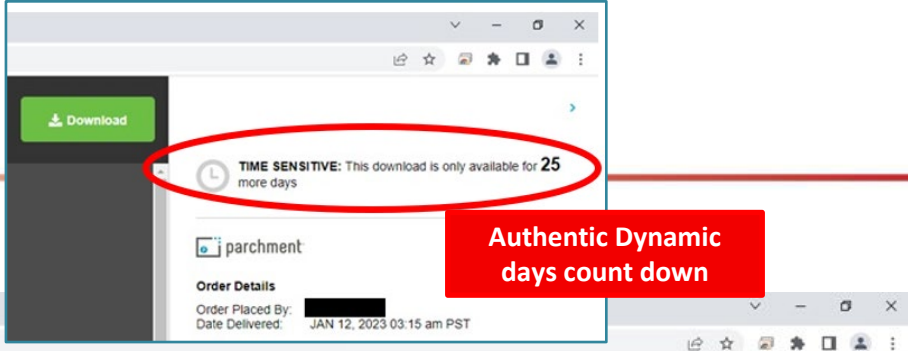
[Access the Graduation Verification](#)

If the button above does not work, copy and paste the following URL in a browser window:
<https://receive.parchment.com/delivery?token=9f0a1a92-bff8-42d7-bd6a-4cc949dcb4f6&email=pgdoc%40ust.hk>

Thank you for using Parchment!

Fraudulent Case

Sample 6



Authentic Dynamic days count down

1 / 3 | 41% | TWLOZTXU.pdf

UNIVERSITY OF CALIFORNIA, LOS ANGELES • UNIVERSITY OF CALIFORNIA, LOS ANGELES

NAME: [REDACTED] UNIVERSITY OF CALIFORNIA, LOS ANGELES
 UCLA ID: [REDACTED] UNDERGRADUATE ACADEMIC TRANSCRIPT
 BIRTHDATE: 09/17/XXXX

PROGRAM OF STUDY
 ADMIT DATE: 09/01/2006
 COLLEGE OF LETTERS AND SCIENCE
 MAJOR: CHINESE

DEGREES | CERTIFICATES AWARDED
 BACHELOR OF ARTS AWARDED JUNE 26, 2010
 IN CHINESE

UNIVERSITY REQUIREMENTS

ENTRY LEVEL WRITING	SATISFIED
AMERICAN HISTORY & INSTITUTIONS	SATISFIED

FALL QUARTER 2006

	ATM	PSD	PTS	GPA
PRIN OF ECONOMICS	ECON 1	4.0	16.0	A
ENGL COMP-RHET&LANG	ENGCMP 3	5.0	18.5	A-
FINITE MATHEMATICS	MATH 2	4.0	16.0	A
WORLD POLITICS	POL SCI 20	5.0	18.5	A-
TERM TOTAL	18.0	18.0	69.0	3.833

WINTER QUARTER 2007

	ATM	PSD	PTS	GPA
ADV INTRM MOD CHNSE	CHIN 6A	5.0	18.5	A-
PRIN OF ECONOMICS	ECON 2	4.0	16.0	A
CRITCL READ&WRITING	ENGL 4W	5.0	20.0	A
TERM TOTAL	14.0	14.0	54.5	3.893

FALL QUARTER 2008

	ATM	PSD	PTS	GPA
STUDY OF CULTURE	ANTHRO 130	4.0	16.0	A
GEN CHEM-LIFESCI II	CHEM 14B	4.0	14.8	A-
ADV MODERN CHINESE	CHIN 100A	4.0	16.0	A
ADV READ-MOD CHNSE	CHIN 101A	4.0	13.2	B+
TERM TOTAL	16.0	16.0	60.0	3.750

WINTER QUARTER 2009

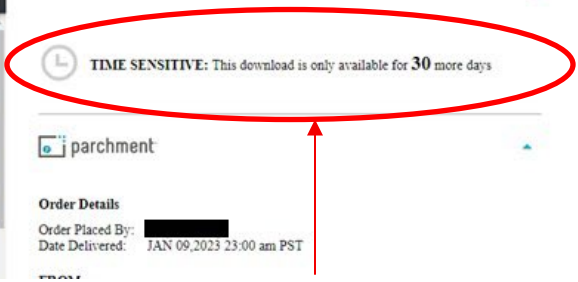
	ATM	PSD	PTS	GPA
ADV MODERN CHINESE	CHIN 100B	4.0	16.0	A
BUSINESS CHINESE	CHIN 102A	4.0	14.8	A-
PHILOSOPHY OF MIND	PHILO 170	4.0	16.0	A
TERM TOTAL	12.0	12.0	46.8	3.900

SPRING QUARTER 2009

	ATM	PSD	PTS	GPA
ADV READ-MOD CHNSE	CHIN 101B	4.0	14.8	A-
BUSINESS CHINESE	CHIN 102B	4.0	14.8	A-
CHINESE LANG&CULTUR	CHIN 103	4.0	16.0	A
CULTR & SOCTY-CHINA	CHIN 159	4.0	13.2	B+
TERM TOTAL	16.0	16.0	58.8	3.675

FALL QUARTER 2009

	ATM	PSD	PTS	GPA
STUDY OF CULTURE	ANTHRO 130	4.0	16.0	A
INTR-CLASCL CHINESE	CHIN 110B	4.0	16.0	A
MODERN CHINESE LIT	CHIN 130B	4.0	16.0	A



Static days countdown, always 30 days

Documents in this delivery package

PDF
TWLOZTXU.pdf
Delivery ID: TWLOZTXU

Download

Fraudulent Case

Sample 7

File Edit View Window Help

Home Tools Document

The validity of the document certification is UNKNOWN. The author could not be verified.

Receive the validation alert for the document certification

This document was not issued by the university.

Certificate Viewer

This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.

Show all certification paths found

Parchment <noreply@parchr

Summary Details Revocation Trust Policies Legal Notice

Certificate data:

Name	Value
Version	3
Signature algorithm	SHA1_RSA
Subject	email=noreply@parchment.com, cn=...
Issuer	email=noreply@parchment.com, cn=...
Serial number	8853453151487733EE
Validity starts	2022/11/29 16:03:12 +08'00'
Validity ends	2027/11/28 16:03:12 +08'00'

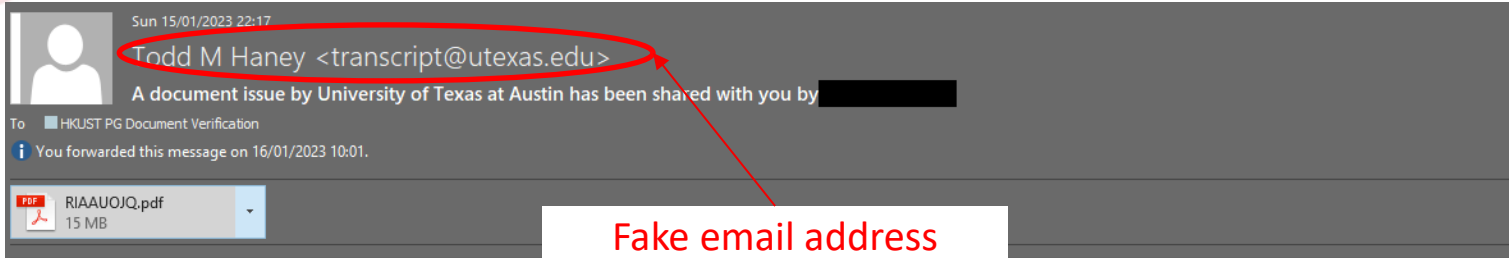
i This is a self-signed certificate. The selected certificate path is valid.

The path validation checks were done as of the signing time:
2022/11/29 16:38:03 +08'00'

OK

Fraudulent Case

Sample 8



Fake email address
which cannot be found
at University website



To Whom it May Concern,

A digital Official Transcript from University of Texas at Austin has been issued to [redacted] who has shared it with you online.

This attached document can be viewed. [redacted] cannot control the contents of the document but can only control who it is shared with.

This document is digitally signed to ensure authenticity and tamper evidence.

Fraudulent Case – Tips for Departments/Program Offices

Sample 1

Suspicious information

HKUST		Application for Admission to Taught Postgraduate Programs (2024-2025 Entry)	
Application No. [REDACTED]	Home Address *	010 100001 The Mainland of China	Fake address
I. Application Form	Mailing Address (if different from the home address above)	--	
1. Notes for Applicants	Phone Number *	Contact * [REDACTED] Home -- Mobile -- <input type="checkbox"/> The University may send me SMS message(s) related to this application, where appropriate, to the mobile phone number listed above.	
2. Personal Particulars	Email Address (All notifications will be sent to this email)	p2pwrite@gmail.com	Suspicious email address
3. Program Choice	Personal Home Page URL (optional)	--	
4. Education Background	HKUST I.D. number (for current / previous student or staff only)	--	
5. Public Examination Results			
6. English Language Proficiency			
7. Awards and Professional Qualifications			
8. Work Experience / Internship / Training			
9. Personal Statement / C.V. / Additional Information			
10. References			

Fraudulent Case - Tips for Departments/Program Offices

Sample 2

Match



Boston University

<https://www.bu.edu> > eso > ist-dsa-listing · 翻譯這個網頁

IS&T (UIS) Data Security Administrator (DSA)

Debbie Macalintal, dtavares@bu.edu. OVP – VP for Enrollment & Student Administration, Kelly Nguyen, knguyen2@bu.edu. OVP – VP for Enrollment & Student ...

2	Salutation *	Dr
	Name of referee in English *	MACALINTAL, Debbie
	Job Title and Position *	Associate Professor
	Organization / Institution and Department *	Boston University
	Referee's Relationship with You *	Class advisor
	Email Address*	bostonuniversitydebbie@gmail.com
	Phone Number	--
	Message to referee, if any	--
	I waive my right to access the reference report.	
	Status: Email sent to referee on 27/10/2022. Reference report received.	

Not match

Be aware of the email address of the referees who use the email service provider domain (e.g. @gmail.com, @live.com, @163.com etc.)

Fraudulent Case - Tips for Departments/Program Offices

Sample 3

References

1	Salutation *	Prof
	Name of referee in English *	ARNOLD, Polly L. ← Match
	Job Title and Position *	Professor of Chemistry
	Organization / Institution and Department *	University of California, Berkeley
	Referee's Relationship with You *	Instructor
	Email Address*	ecorr@berkeley.edu ← Not match
	Phone Number	--
	Message to referee, if any	--
	I waive my right to access the reference report.	
	Status: Email sent to referee on 21/03/2024. Reference report received. 🔍	

chemistry.berkeley.edu/people/polly-arnold

UC Berkeley

College of Chemistry

The College ▾ Academics ▾ Faculty & Research ▾

Home » Polly L. Arnold OBE FRS

Polly L. Arnold OBE FRS

TITL
DEF
BIO
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•
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•
•

CONTACT

pla@berkeley.edu

(510) 612-6883

537 Latimer Hall

Fraudulent Case - Tips for Departments/Program Offices

Sample 4



Sketched on : 21/05/2024 16:49:57 [REDACTED] [REDACTED] B.

Sketched on : 21/05/2024 16:49:57 [REDACTED] [REDACTED] B.

No School letter head and logo

Dear Admission Officers

Polly L. Arnold
Professor of Chemistry
University of California, Berkeley

I am writing to enthusiastically recommend [REDACTED] for admission to your esteemed Master's program. As a Professor of Chemistry at UC Berkeley, I have had the pleasure of instructing [REDACTED] in my Organic Chemistry course, where her exceptional abilities and dedication to academic excellence were readily apparent.

Throughout the course, [REDACTED] consistently demonstrated a deep understanding of organic chemistry concepts and principles. Her analytical skills and problem-solving abilities were particularly impressive. One instance that stands out is her performance on our midterm examination, where [REDACTED] not only achieved the highest score in the class but also exhibited a comprehensive understanding of complex reaction mechanisms. Her ability to dissect intricate problems and apply fundamental principles to solve them showcases her exceptional aptitude for the subject.

Moreover, [REDACTED] actively engaged in classroom discussions and collaborative activities, contributing valuable insights and perspectives that enriched the learning environment for her peers. Her passion for organic chemistry was evident in her eagerness to delve into advanced topics beyond the scope of the curriculum, which is a testament to her genuine interest and intellectual curiosity.

Outside of the classroom, [REDACTED] demonstrated her commitment to research and scientific inquiry through her involvement in several extracurricular projects related to organic synthesis. Her dedication to expanding her knowledge and skills in the field further underscores her suitability for advanced academic pursuits.

In addition to her academic achievements, [REDACTED] possesses exceptional interpersonal skills and a strong work ethic. She approaches challenges with resilience and perseverance, demonstrating maturity and professionalism beyond her years. Her positive attitude and collaborative nature make her a valuable asset to any academic or research team.

I have no doubt that [REDACTED] possesses the intellectual acumen, dedication, and potential to excel in your Master's program. Her outstanding performance in Organic Chemistry, coupled with her exemplary character and enthusiasm for scientific inquiry, make her an ideal candidate for further academic and research endeavors. I wholeheartedly endorse her application and am confident that she will make significant contributions to your program.

Please do not hesitate to contact me if you require any further information regarding [REDACTED]'s academic abilities or character.

Sincerely,

No School contact information

Fraudulent Case - Tips for Departments/Program Offices

Sample 5

Office of the Registrar
128 Sproul Hall #5404
Berkeley, CA 94720-5404

Name: [REDACTED]
Birthdate: [REDACTED]

Degrees Awarded
Degree: Bachelor of Science
Confer Date: May 13, 2023
College: College of Chemistry
Degree Honors: Highest Distinction in General Scholarship
Major: Chemistry

Beginning of Undergraduate Coursework

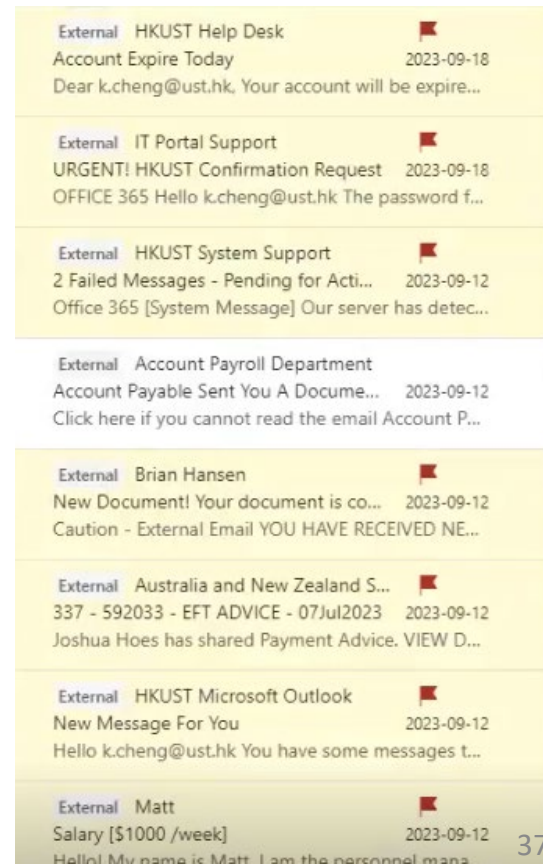
Not match



Spotting a Phishing Email - ITSC Training

How to spot a phishing email?

- It usually has the following characteristics
 - **Uncommon or incorrect email domain**, e.g.
 - @ust.com
 - @hkust.ust.com
 - Sometimes involves **urgent actions**, e.g.
 - Account suspension
 - Payroll document alerts
 - May **contain mistakes** in contents
 - Spelling or grammatical errors
 - Suspicious links or attachments
 - Do not click or download the attachment
 - Uncommon or first-time senders, or pretending to be someone you know
 - External users will be marked as “External” in Microsoft Outlook
 - Always verify the request with a trusted method – trusted email address or phone call



Learn More on ITSC Website

ITSC website about phishing email attacks

<https://itsc.hkust.edu.hk/services/cyber-security/phishing>

Training course on Email Phishing

<https://itsc.hkust.edu.hk/services/cyber-security/phishing/training-course-email-phishing>

For enquiry, contact ITSC Service Desk at

cchelp@ust.hk

2358 6200



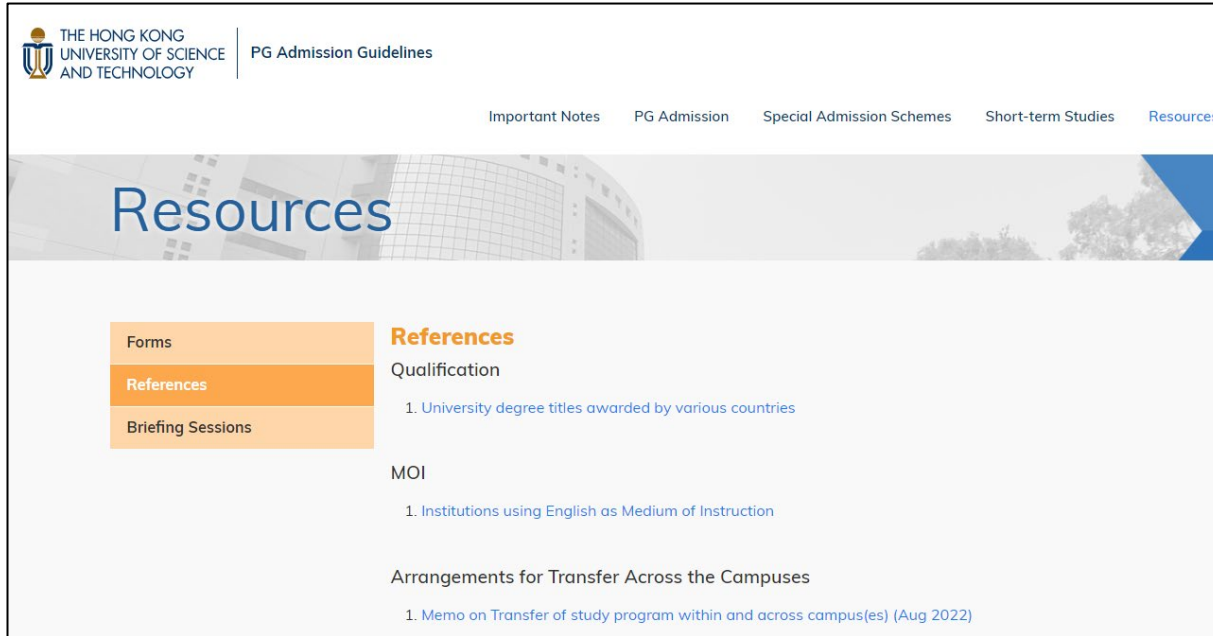


Thank you.

Let's work closely together for another fruitful year!

Transfer of Study Program Within and Across the CWB and GZ Campuses

- Relevant information has been uploaded to the [PG Admission Guidelines](#) (**Resources** → **References** → **Arrangements for Transfer Across the Campuses**)
- Schools/AIS and Departments should observe and follow the prevailing transfer policy and procedure stated in the memo.



The screenshot displays the 'PG Admission Guidelines' page for The Hong Kong University of Science and Technology. The page features a navigation menu with links for 'Important Notes', 'PG Admission', 'Special Admission Schemes', 'Short-term Studies', and 'Resources'. The main content area is titled 'Resources' and includes a sidebar with three categories: 'Forms', 'References', and 'Briefing Sessions'. The 'References' section is expanded, showing a list of links under the heading 'Qualification', including 'University degree titles awarded by various countries'. Below this, the 'MOI' section lists 'Institutions using English as Medium of Instruction'. The 'Arrangements for Transfer Across the Campuses' section lists a 'Memo on Transfer of study program within and across campus(es) (Aug 2022)'. The university logo is visible in the top left and bottom right corners of the page.



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 and Qualifications Verification – for HKUST PG Students and Graduates, and the General Requirements
- Special Approval for Program Registration - Release Offers
- Available E-Forms for Admissions
- Schedule for Push Notifications to Applicants

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://fyg.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.

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.)

Data Privacy and Security

Personal Information Collection Statement (PICS) (2)

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

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.usst.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://fjgs.hkust.edu.hk/oics_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.

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:.....

Data Privacy and Security

Personal Information Collection Statement (PICS) (3)

Users' consent recorded before submitting an Online Enquiry Form

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>

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>

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)

Apart from personal particulars and applied program, please select information to be included in the Report :

Application Summary | [Select all](#) | [Un-select all](#) |

Personal Particulars
 Age
 Email

Applied Program

Research Interests

Latest UG Qualification

Latest PG Qualification

Best IELTS/TOEFL result and number of attempts

Best GRE/GMAT result and number of attempts

Total years of work experience

Application Summary - Comprehensive | [Select all](#) | [Un-select all](#) |

Personal Particulars
 Age
 Email
 Phone Number

Applied Program

Research Interests

UG Qualification

PG Qualification

English Test result

Proposed Research Topic

GRE/GMAT result

Chinese Test result


Award and Qualifications

Extracurricular Activities / Volunteer Work

Publications Details

Work Experience

References
 Email
 Phone Number

Reason for downloading sensitive personal particulars : 

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

Welcome to the Postgraduate Admissions System

Points to note :

- Only authorized users can access the functions listed below. For authorization details, please refer to the system manual.
- Items requiring follow-up are listed in *Items Awaiting Your Action* below. Please check.
- If you have any queries, please contact FYTGS at pgadmit@ust.hk or ISO at issupport@ust.hk.
- PG Admissions Website is at <https://fytgs.hkust.edu.hk/apply>.

Applied Admit Type	Applied School	Applied Program Code	Applied Department	Applied Program Short Name	Applied Mode of Study
PG Post	GGU	D111	IEE	PG IEE	Full Time

Personal Data - Let University and/or Partner Institutions Use in Direct Marketing	Personal Data - Transfer to Partner Institutions for Use in Direct Marketing
--	--

To proceed, please select an option from below:

Assessment and Recommendation

[Items Awaiting Your Action](#)

- [Shortlist Applications for Review](#)
- [Select Applicants for Interview](#)
- [Record / Update Interview Schedule](#)
- [Record / Update Interview Result and Offer Details](#)
- [Offers Recommended for School Endorsement](#)
- [Endorse Offers by School](#)
- [Reject Applications](#)

Enquiries and Reports

- [Application Enquiry](#)
- [Application Profile Report](#)
- **[Application Summary Report](#)**
- [Offer Enquiry](#)
- [Application Payment Enquiry](#)
- [Offer List](#)
- [Offer Progress Statistics](#)

Other Supporting Functions

- [Request Additional Documents](#)
- [Assign Application Group](#)
- [Modified Applications List](#)
- [Uploaded Documents List](#)
- [Amend Research Plan & Vision Statement \(for HKPFS Nomination\)](#)
- [Reference Report Maintenance \(for HKPFS Nomination\)](#)
- [HKPF Research Plan & Vision Statement Download](#)
- [HKPF Nomination Data Download \(Reference Report\)](#)

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.



Privacy

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To unsubscribe, please click [here](#).



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 at the end of the admission cycle.**

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	xxxxxxx@xxx.xxx	MSc ACCT
3	61600000086	XXXXX, XXX XXXX	xxxxxxxxxxxxx@xxxxxxxx.xxx	MSc ISM
4	61600000153	XXXXX, XXX	xxxxxxxxxxxxxxxx@xxx.xxx	MPhil AES

Data masked/removed

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



Documents and Qualifications Verification

- for HKUST PG students and graduates

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

- 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.

Documents and Qualifications Verification

- Documents required in general for all applicants

Applicants should disclose full academic history for admission application.

RPg Students	TPg Students
<p>1) Bachelor's Degree (or equivalent)</p> <ul style="list-style-type: none">• Diploma and/or Transcript• one or both documents must be sufficient to reveal the degree information and CGA/ average score even if without specific admission conditions <p>2) Higher Degree (Master's or above) [Mandatory for PhD, if Bachelor's degree is not available]</p> <ul style="list-style-type: none">• also required if<ol style="list-style-type: none">(i) included in admission conditions,(ii) obtained before the firm offer is made, or(iii) obtained or would obtain an MPhil degree <i>before</i> the program commencement date (firm offers only)	<p>1) Bachelor's Degree (or equivalent)</p> <ul style="list-style-type: none">• Diploma and/or Transcript• generally require the transcript, especially if admission conditions require a specific GPA/class of honours <p>2) Higher Degree (Master's or above)</p> <ul style="list-style-type: none">• required only when the student does not hold bachelor's degree, or if the degree is used to satisfy area of study
<p>3) English Proficiency</p> <ul style="list-style-type: none">• Official confirmation on Medium of Instruction, where applicable• IELTS (Academic Module)/TOEFL : ✓ accept test taken >2 years ago <p>4) Any other attainments in admission requirements & conditions</p>	

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	# <input type="checkbox"/>	c, d	-	621			Non-Local	PhD MECH Full-Time	Firm Offer	2021-22 / Fall	Offer confirmed

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 <u>pending approval by CPS/CUS</u>
Department	Ask the students to start submitting the e-Form <u>in early August (Fall) / early January (Spring)*</u>	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

Take Note

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

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://admms66.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 **THE REGISTRATION IS PROVISIONAL ONLY**, 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.

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	[REDACTED]
Application No.	[REDACTED]
HKUST Student ID	[REDACTED]
Program Admitted to	Please Select
Admission Term & Year	
HKUST Program Pending Graduation Approval	[REDACTED]
Need to fulfill the conditional offer with 2 nd class honors (please refer to the conditional offer details marked in the offer letter)	<input type="radio"/> Yes <input type="radio"/> No
Need to fulfill the conditional offer with CGA requirement (please refer to the conditional offer details marked in the offer letter)	<input type="radio"/> Yes. CGA [] out of [] <input type="radio"/> 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-transferable.

Date of Submission (dd/mm/yyyy) [REDACTED]

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



User Guides: <https://pgadmission.hkust.edu.hk/resources/forms> (Form A04)
e-Form Portal: <https://admms66.ust.hk/index.aspx>

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](mailto:ust.hk).
- Deferral for more than 1 year **will not be entertained** unless with strong justification. Please send the request to FYTGS before submitting the e-Form.

Points to note :

- Only authorized users can access the functions listed below. For authorization details, please contact your Department Coordinator.
- Items requiring follow-up are listed in *Items Awaiting Your Action* below. Please check.
- If you have any queries, please contact FYTGS at pgadmit@ust.hk or ISO at issupport@ust.hk
- PG Admissions Website is at <https://fytgs.hkust.edu.hk/apply>.

To proceed, please select an option from below:

Assessment and Recommendation	Enquiries and Reports	Other Supporting Functions
Items Awaiting Your Action <ul style="list-style-type: none">• Shortlist Applications for Review• Select Applicants for Interview• Record / Update Interview Schedule• Record / Update Interview Result and Offer Details• Offers Recommended for School Endorsement• Endorse Offers by School• Reject Applications	<ul style="list-style-type: none">• Application Enquiry• Application Profile Report• Application Summary Report• Offer Enquiry• Application Payment Enquiry• Offer List• Offer Progress Statistics	<ul style="list-style-type: none">• Request Additional Documents• Assign Application Group• Modified Applications List• Uploaded Documents List• Amend Research Plan & Vision Statement (for HKPFS Nomination)• Reference Report Maintenance (for HKPFS Nomination)• HKPF Research Plan & Vision Statement Download• HKPF Nomination Data Download (Reference Report)

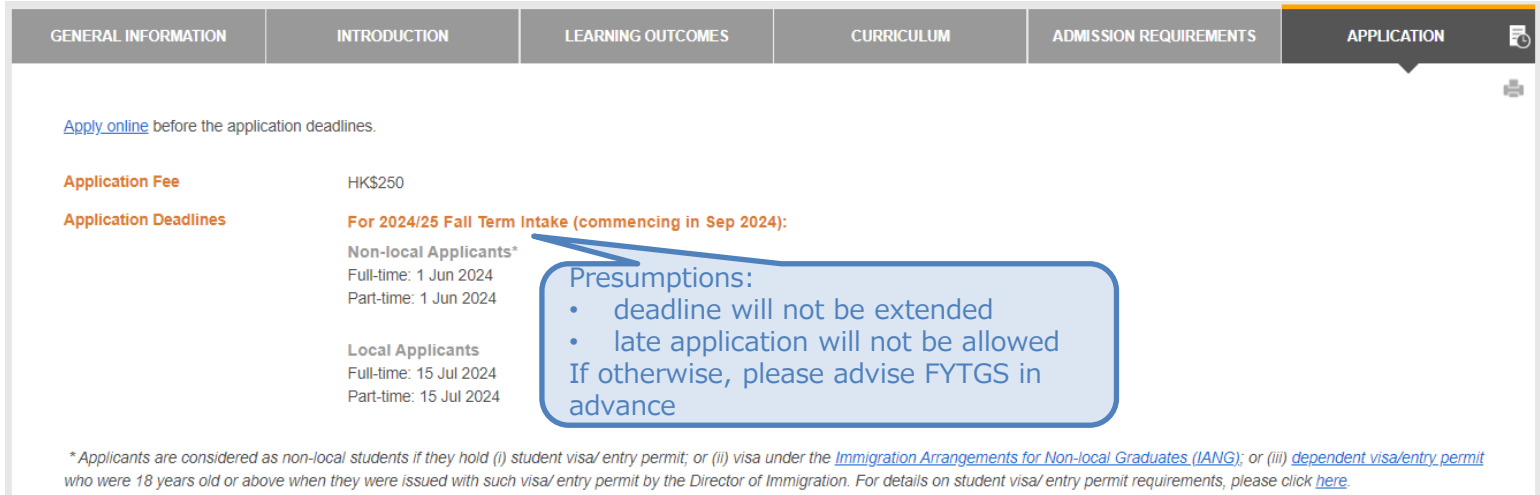
Offer Details

Applied Program	: Master of Science (MSc) in Environmental Health and Safety - Full-Time
Offered Program	: Master of Science (MSc) in Environmental Health and Safety - Full-Time
Entry Year/Term	: 2024-25 Fall
Offer Type	: Firm Offer View Offer Letter
Offered Thrust Area	: -
Offer Status	: Offer Issued by DWP4_P on 04/10/2023 10:00:05
Applicant Reply	: Offer accepted on 17/10/2023 13:08:33 , Deadline : 18/10/2023
Deposit Required	: HK\$29,000.00
Payment Received	: HK\$29,000.00 (Payment verified) Paid by Visa/Master (Invoice No.: DP624000214603136)
Certified Document Status	: Pending , Deadline : 15/07/2024

For applicant who would like to request for deferral of Postgraduate Admission, please submit the request via <https://admms66.ust.hk/YZSoft/forms/PostExt.aspx?id1=62400021460&id2=01&id3=7B544253ED7024C498BA308E88E586A1>

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**



The screenshot shows a navigation menu with tabs: GENERAL INFORMATION, INTRODUCTION, LEARNING OUTCOMES, CURRICULUM, ADMISSION REQUIREMENTS, and APPLICATION. The APPLICATION tab is active. Below the menu, there is a section for 'Application Deadlines' with a callout box pointing to the text.

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](#).



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