

## **Guidelines Governing the Cross-Institutional Course Enrolment Scheme**

### **Purpose**

1. An agreement has been made among seven local institutions to allow their research students to enrol in courses offered by participating institutions. This provision, effective from September 2003, will help enlarge the pool of courses for selection and allows students to gain access to other institutions' expertise.

### **General Principles**

2. Students who wish to apply for courses offered by the local institutions should submit an application to the host institution via their home institution at least one month before the course starts. The application should be accompanied by the endorsement of their home institution.
3. Acceptance of the student is at the discretion of the host institution, taking into account its quota availability and other relevant factors.
4. Students admitted to a course will be officially registered as a visiting student at the host institution and are required to participate fully in the course, which includes completion of coursework and examinations, if applicable.
5. Grades will be given to students at the end of a course, and a transcript will be sent to the home institution. To comply with the requirement of the Personal Data (Privacy) Ordinance, the consent of students for the release of their course results to their home institution will be sought during the course application stage.
6. The decision as to how the grades should be used is at the sole discretion of the home institution.
7. Waiver of fees will be granted to such students.

### **Incoming Students**

8. The School of Graduate Studies will forward applications for course enrolment from other institutions' students for approval by the department offering the course and inform students of the application results accordingly.
9. If admitted to a course, such students will be formally registered with CityU as "UGC-Visiting Students".
10. They will not be registered in a specific programme of study or attached to a specific academic department. Their study at CityU will not lead to a degree or other awards from CityU.

11. Requests for withdrawal from a course should be submitted by the University's course add/drop deadline. Late applications will not normally be entertained.
12. Such students should observe the rules and regulations prescribed by CityU.
13. No student ID card will be issued to these students. They can use their HKID card for identification purposes.
14. Such students are not entitled to any financial awards or assistance offered by CityU.
15. Such students can access the library and borrow books using the JULAC card. All regulations governing JULAC card holders will apply to these students, who are only entitled to use those library facilities available to JULAC card holders.
16. Apart from the library, they are not entitled to use other University's facilities and services, including computing, sports, medical and dental. Despite the above, they can still make special requests to access the University's computing facilities and services via the School of Graduate Studies if so required by the courses they are taking.
17. Upon completion of a course, such students and their home institution will be informed by the School of Graduate Studies of the course result accordingly.
18. Such students can apply for a transcript summarising the results of all the courses taken at the University. A fee will be charged in this regard.

### **Outgoing CityU Students**

19. CityU students who wish to apply for courses offered by another local institution should complete an application form and forward the form to the School of Graduate Studies, with the endorsement of their supervisor and department head, for onward transmission to the host institution for consideration.
20. During their study at another institution, CityU students should continue to observe the University's rules and regulations.
21. All the credits gained can be counted as fulfilling the University's coursework requirements for research degree studies, unless otherwise specified by the department or school.