



The Hong Kong University of Science and Technology
Academic Registry
Application for Retention of Student Status
(for Research Postgraduates)

Notes and Application Procedures

1. Students who submit their theses for examination at least **four weeks** before the beginning of the following term, and who are unable to sit for their thesis examinations before the start of the following term **through no fault of their own**, are allowed to retain their student status for a period not longer than four weeks into the following term. Students have to apply to the Academic Registry **within two weeks** after they have submitted their thesis copies to departments for examination purpose.
2. Those students whose date of submission of thesis copies for examination falls short of the four-week period prior to the start of a term are **NOT** eligible to apply for retention of student status.
3. During this four-week non-fee paying period, these students are still regarded as students of the University. However, they are not entitled to receive postgraduate studentships nor University student accommodation.
4. The respective thesis examinations should be held within the first three weeks of the new term, leaving one week for the candidates to submit the final version of their thesis.
5. In the event that students are unable to submit their final theses before the end of the four-week period, they are required to register as regular students to maintain their student status and pay tuition for the term concerned.
6. Students should complete Sections I & II below, and obtain approval from the program department for Section III.
7. Students will be notified of the result of the application by the Academic Registry.

I. Student Particulars

Student Name : _____ Student No. :

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(In English)
 Program of Study : ☐ MPhil ☐ PhD in _____ Academic Load : ☐ FT ☐ PT
 Contact Phone No. : _____

II. Application Details

Thesis copies submitted to program department for examination on : _____

Proposed date of thesis examination : _____

Reasons for retaining student status into the following term : _____

 Signature of Student

 Date

Personal Information Collection Statement

- i) The personal data provided in this form will be used for checking of records and processing this application only. It is obligatory for you to supply the required data on this form. Your application may be delayed or may not be considered if the data submitted are incomplete.
- ii) The personal data collected may be provided to major departments/ schools, or relevant administrative offices for the above mentioned purposes.
- iii) For access or correction of the personal data after submission of this form, please contact the Academic Registrar (email: arprog@ust.hk, Office address: Academic Registry, Room 1381, Academic Building, HKUST). For the University's Privacy Policy, please refer to <http://www.ust.hk/privacy-policy>.

III. Decision of Program Department

This application is <input type="checkbox"/> supported <input type="checkbox"/> not supported <div style="text-align: center; margin-top: 20px;"> _____ Signature of Thesis Supervisor </div> <div style="text-align: center; margin-top: 20px;"> _____ Name </div> <div style="text-align: center; margin-top: 20px;"> _____ Date </div>	This application is <input type="checkbox"/> supported <input type="checkbox"/> not supported <div style="text-align: center; margin-top: 20px;"> _____ Signature of PG Coordinator/ Program Director </div> <div style="text-align: center; margin-top: 20px;"> _____ Name </div> <div style="text-align: center; margin-top: 20px;"> _____ Date </div>
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IV. Academic Registry Use Only

Result Received On	Student Notified		Computer Record Updated	
	by	on	by	on
Remarks :				