



The Hong Kong University of Science and Technology
Academic Registry
Application for “Continuing Student” Status of Research Postgraduate Students

Notes

Research postgraduate students who are studying beyond the normative period of study and in their final stage of thesis writing may register in the “Continuing Student” status. Before submitting an application, please read carefully the important notes attached. Relevant information is also obtainable at the webpage of the Academic Registry <http://arr.ust.hk/rpg-contstd>.

Application Procedures

1. Research postgraduate students who wish to register in the “Continuing Student” status should complete Sections I & II below, and obtain endorsement from their major department/program office. Applications have to reach the Academic Registry **at least four weeks** before the start of the term the “Continuing Student” status is to be effected.
2. Students will be notified of the application result 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

I wish to register in the “Continuing Student” status effective from _____ Term, 20__ - 20__

I understand that I am not allowed to revert to the regular registration status once having changed to “Continuing Student” status.

Signature of Student

Date

Personal Information Collection Statement

1. 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.
2. The personal data collected may be provided to major departments/ schools, or relevant administrative offices for the above mentioned purposes.
3. 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 ☐ endorsed ☐ not endorsed

I wish to confirm that the student has completed the following:

- i) the course work required
- ii) almost all the required research work and has written a significant portion of the thesis.

Signature of Supervisor

Name

Date

This application is ☐ endorsed ☐ not endorsed

Signature of PG Coordinator /
Program Director

Name

Date

IV. Academic Registry Use Only

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

Application for “Continuing Student” status of Research Postgraduate Students

Important Notes

“Continuing Student” Status

1. Research postgraduate students (RPGs) of the University who are studying beyond the normative period of study and in their final stage of thesis writing may register as “Continuing Students”, and pay a reduced tuition fee to maintain their student status. Their previous academic load, whether full-time or part-time before changing to this status, will remain unchanged.
2. The tuition fee for “Continuing Students” is a quarter of the full-time tuition fee, rounded up to the nearest five dollars per regular term and has to be settled in full in a single payment.
3. “Continuing Students”, regardless of their academic load, are NOT eligible to receive any forms of financial assistance, including but not limited to Postgraduate Studentship (PGS) and Postgraduate Research Assistantship (PGRA), regardless of the source of funding.
4. “Continuing Students”, regardless of their academic load, are not entitled to University student accommodation.
5. “Continuing Students” are not allowed to register for or audit any courses, apart from mandatory registration for MPhil Thesis Research (XXXX 6990) or Doctoral Thesis Research (XXXX 7990), whichever is appropriate.
6. The current tuition fee refund mechanism for RPGs do not apply to “Continuing Students”. In effect, students who graduate in a term when they register in the “Continuing Student” status are NOT eligible for tuition fee refund even if they complete their program requirements within the first three months of a regular term.
7. Once having registered for the “Continuing Student” status, students are NOT allowed to change back to regular student status.
8. There is no time limit for research postgraduates to register as “Continuing Students”. However, the maximum time allowed for degree completion still holds.

MPhil Students

An MPhil student may register as a “Continuing Student” if all of the following conditions have been met:

- *completed two full-time equivalent (FTE*) years of study.*
- *fulfilled the coursework requirements of the program of study (excluding MPhil Thesis Research).*
- *completed almost all the required research work, and has written a significant portion of the thesis as confirmed by the thesis supervisor.*

PhD Students

A PhD student may register as a “Continuing Student” if all of the following conditions have been met:

- *completed three full-time equivalent (FTE*) years of study.*
- *fulfilled the coursework requirements of the program of study (excluding PhD Thesis Research).*
- *passed the Qualifying Examination.*
- *completed almost all the required research work, and has written a significant portion of the thesis as confirmed by the thesis supervisor.*

* *One FTE year of study is equivalent to one year of full-time study or two years of part-time study. Leave from Study taken does not count toward FTE year of study.*