

UOWCHK Rules Governing Enrolment of Local and Non-local Students

Introduction

1. Following the Government's announcements in May 2006 of measures to support the development of Hong Kong as the regional education hub, the University Grants Committee has introduced new policies on the admission of non-local students and revised the definition of non-local students. The Immigration Department has also amended its immigration policy on education accordingly. For the purpose of admission of non-local students, "non-local students" are defined as persons holding (a) student visa /entry permit, (b) visa under the Immigration Arrangements for Non-local Graduates, (c) dependant visa/entry permit who are 18 years old or above when they are issued with such visa / entry permit by the Director of Immigration.
2. The following Rules governing enrolment of local and non-local students are published to reflect UOWCHK's operational processes in complying with the Immigration Regulations as specified by the Hong Kong Immigration Department and the Immigration Ordinances as enacted by the Government of the HKSAR. Since immigration policies may be amended from time to time, UOWCHK reserves the right to edit these Rules without prior notice in compliance with changes in immigration rules.
3. These Rules apply to all types of students enrolled in academic programmes offered by UOWCHK.
4. In these Rules, "University" refers to the City University of Hong Kong, "UOWCHK" refers to the UOW College Hong Kong, and "Immigration Department" refers to the Immigration Department of the Government of the Hong Kong Special Administrative Region.

Local and Non-local Student Status

5. Persons holding a "Hong Kong Permanent Identity Card" or the right to land in Hong Kong or a One-way Permit for entry to Hong Kong will be considered as "local students" for student enrolment at UOWCHK.
6. Persons holding a dependant visa /entry permit who are below 18 years old when they are issued with such visa / entry permit or an employment visa or any other valid entry visa/permit issued by the Immigration Department permitting persons for entry to Hong Kong and pursue full-time and/or part-time studies without the need to apply for a student visa will also be considered as "local students" within the validity period of their visa/permit for student enrolment at UOWCHK.
7. Persons holding a (a) student visa /entry permit, (b) visa under the Immigration Arrangements for Non-local Graduates, (c) dependant visa/entry permit who are 18 years old or above when they are issued with such visa / entry permit by the Director of Immigration to study at UOWCHK will be considered as "non-local students" within the validity period of their visa/permit for student enrolment at UOWCHK.

Student Enrolment

8. All persons must produce one of the identification documents mentioned in paragraphs 5 to 7 above for verification by UOWCHK at the time of student enrolment.
9. Persons coming to Hong Kong as visitors cannot become students at any educational institution and are therefore not permitted for enrolment as students of UOWCHK.
10. All persons who are not holding a “Hong Kong Permanent Identity Card” should check with the Immigration Department on immigration regulations and conditions governing eligibility for studies. It is the students’ responsibility to understand and comply with immigration rules governing the conditions of their stay in Hong Kong.
11. The deadline for student enrolment at UOWCHK is the end date of Week 2 in Semester A, Semester B or the Summer Term, following the College’s Academic Calendar.

Visa Extension and Reporting

12. To maintain an active student status for continuation of studies at UOWCHK, it is the students’ responsibility to renew their visa/permit in accordance with rules pronounced by the Immigration Department prior to the visa/permit expiry date and report the approval of the extended visa/permit to the Academic Regulations and Records Office.
13. UOWCHK reserves the right to terminate the studies of students who failed to obtain a renewed visa/permit allowing a further extended period of stay for studying in Hong Kong and will report all such cases to the Immigration Department through the Academic Regulations and Records Office.
14. UOWCHK will notify the Immigration Department of Student Visa Holders’ termination of studies/withdrawal of studies from UOWCHK. Such notifications will be sent to the Immigration Department as soon as possible and not later than 7 days from the termination/ withdrawal date. UOWCHK will also notify the Immigration Department of Student Visa Holders’ suspension of studies and approved periods of leave of absence.
15. For programme transfer within UOWCHK, Student Visa Holders must seek prior approval from the Immigration Department. Enrolment in the new programme will only be effected upon the student producing documentary evidence of the programme transfer approval granted by the Immigration Department.

Work Permission

16. Associate students who holding student visa are not allowed to take up any employment/internship, whether paid or unpaid in Hong Kong . However, those students pursuing full-time studies are allowed to take up **mandatory**, curriculum-related internship arranged or endorsed by UOWCHK. For this purpose, the Immigration Department will issue a “no Objection Letter” to the student. This letter is applicable to the specific programme only and the student has to apply for issuance of a new one should there be change of study programme.

Change of Local/Non-local Student Status or Visa Type

17. Students who have changed their local and non-local student status or visa type (such as from holding a student visa to an employment visa, or vice versa) during their period of study at UOWCHK may apply to the Academic Regulations and Records Office for updating this change in records of UOWCHK and the University. If the application is received after the start date of a semester/term, any adjustment in fee assessment arising from change in local/non-local student status will only be effected in the following semester/term.

Full-time and Part-time Studies in Taught Study Programmes

18. For those who are working in Hong Kong with a valid employment visa, the Immigration Department has no objection for them to take up ‘part-time studies’ and there is no need to apply for a student visa. Holders of employment visas who under exceptional circumstances need to exceed the maximum credit unit load permitted in the *UOWCHK Academic Regulations for Associate Degrees* for part-time students must produce written proof of consent from the employer and submit an application for consideration and approval by the Associate Dean of the home Faculty.
19. Non-local students who have been granted permission by the Immigration Department for ‘full-time studies’ must follow the minimum credit unit load specified in the *UOWCHK Academic Regulations for Associate Degrees* for full-time. Exceptions for reduced study load are permitted for the final graduating semester upon approval by the Associate Dean of the home Faculty or as determined by the Examination Board in any semester for students in academic difficulty.