

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF SOCIAL SCIENCES**

**Taught Postgraduate Programmes Admission FAQ**

**I. Application**

**For general University FAQ, please refer to <http://www.aal.hku.hk/tpg/faq>**

**For University Entrance Requirements, please refer to**

**<http://www4.hku.hk/pubunit/calendar/2016-2017/a/c/32-2016-2017/390-general-regulations>**

1. Where can I find more information about the programme(s) (e.g. programme structure, course details)?

A: Please visit the websites of the offering departments for details.

2. Can I apply for more than one taught postgraduate programme?

A: You can apply for more than one taught postgraduate programme. You should submit an online application (with required supporting documents be submitted on-line and/or to the Departments concerned by mail) and pay the application fee on-line for each application of the taught postgraduate programme.

If you apply for two study modes (part-time and full-time) simultaneously, you should make TWO separate applications with two application fees.

3. When will the application close?

A: Different programmes may have different application deadlines. Please click [here](#) for the details.

4. What documents should I submit after I have completed the online application?

A: Please visit <http://www.aal.hku.hk/tpg/programme-list-1718> for details. You should send original/certified true copies of diploma/degree certificates / and transcripts. All submitted documents will not be returned.

5. Am I eligible to apply if I will only complete my undergraduate study in July?

A: Please submit the latest official transcript together with other supporting documents for assessment shortly after submitting an online application. An official transcript containing the final examination results for the award of the degree must be sent to the Faculty Office as soon as it is available and no later than late July.

6. Will there be any interviews or qualifying examinations?

A: Departments may invite candidates to attend interviews or qualifying examinations. However, not all candidates need to attend an interview/ examination and not all departments conduct these assessments. Being invited to an interview/ examination is not an indicator of the chance of admission. Departmental staff will notify candidates the arrangements for interview/ examination by mail, e-mail or phone, if necessary.

7. When will the results of applications be announced?

A: Applicants will be notified of their application results latest by July 31.

8. Can I defer my admission to the next year if I am admitted?

A: You shall require to re-apply for admission for the next year.

9. When does the academic year begin?

A: The academic year starts in early September.

## **II. Conditional Offer**

1. When should I submit my outstanding document(s)?

A: You are required to submit the outstanding document(s) to the Faculty Office in person or by post by the due date as specified in the conditional offer of admission.

2. What does “certified true copy” mean?

A: It is a copy of a document that has been duly declared as a true copy before a notary public (e.g. Commissioner for Oaths at a City District Office, Hong Kong SAR Government), or certified by the appropriate office/department of your institution.

3. Is that a problem if my transcripts and/ certificates are not in English?  
A: Certificates and transcripts should be accompanied by an officially certified translation in English.
4. Is e-transcript acceptable?  
A: Only hardcopy (original/ certified true copy) of the transcript will be accepted, except your institution does not issue transcript and proof should be provided.
5. Shall I initiate my student visa application if I only receive a Conditional Offer letter?  
A: Yes, please forward your visa application documents to the Hong Kong Immigration Department via [Centre of Development and Resources for Students \(CEDARS\)](#) (for overseas students) or [China Affairs Office](#) (for mainland Students). You are advised to make the application as soon as possible. It takes around 8-10 weeks to obtain your student visa.
6. When will I receive the Direct Offer letter after submitting the outstanding document(s) to the Faculty?  
A: Normally, a Direct Offer letter shall be issued within 2 weeks after receipt of all outstanding documents.

### III. Direct Offer

1. Is concurrent registration allowed in HKU?

A: Students registered to read for a postgraduate curriculum at the University must not be registered simultaneously to read for another qualification in the University or at another institution, except with the approval of the Senate in advance. A breach of this regulation in Hong Kong or elsewhere may result in the student concerned being required to discontinue studies at this University.

2. What is “caution money”?

A: Caution money shall be paid by a student on first registration and shall be retained by the University as a deposit from which it may make deductions in respect of fees, fines, breakages, damage, loss and other charges incurred by the student; if at any time, as a result of deductions made, the balance of the deposit be inadequate to meet future charges outstanding, the student shall restore the balance therein to its original level. On withdrawal from the University, the balance of a student’s caution money shall be set off against the graduation fee or, if the student is not graduating, be returned to the student.

3. I have paid the admission deposit, where can I obtain the receipt?

A: Students can obtain the receipt by one of the following methods

- i. After the on-line master registration in late August, students could download the receipt from SIS system (i.e. SIS Portal > SIS Main Menu > Financial Services > My Receipt)
- ii. If students would like to have the receipt before completing master registration, please contact Finance and Enterprises Office by e-mail ([student@fo.hku.hk](mailto:student@fo.hku.hk)) or by phone (852-28592337) for details. There is a service charge of HK\$30.

4. I have paid the deposit after I received the Conditional Offer. Do I need to pay again when I receive the Direct Offer letter? *[For all programmes except PsyD(CP), PsyD(EP), MSocSc(Crim), MSocSc(MCCC) and MSocSc(Psy) programmes]*

A: The deposit you paid is part of the 1st installment of the composition fee. If you wish to accept the Direct Offer, you have to settle the balance (i.e. Balance = 1st instalment of the composition fee – deposit paid) and the caution money (HK\$350) by the deadline as specified in the Direct Offer letter.

5. What should I do after I have accepted the offer and settled the payment?  
A: A registration package will be sent to you in August. Please complete the registration within 7 days upon receiving the package. If you would like to familiarize yourself with the registration procedures in advance, please visit the [Faculty website](#) for details. The registration package is same as those posted online.
6. Can I pre-pay the composition fee(s) for the next semester(s) in one bank transfer?  
A: All fees are non-refundable once paid. Should there is an overpayment, the overpaid amount would be carried forward to cover part of your next installment of the composition fee.
7. Can I accept two offers of admission?  
A: If you receive more than one offer of admission, you can only accept one offer as concurrent study is prohibited by the University.

#### **IV. Course Enrolment**

1. When and how can I register for the course(s)?  
A: After completing the Online Master Registration, students should complete the course selection via the HKU Portal during the course selection period and the add/drop period. For procedures of course enrolment, please refer to the quick guide [“How to select a course in SIS”](#).
2. Which courses will be available in the coming semester?  
A: Please contact the corresponding departments for more information.

December 29, 2016