

HKUST Study Abroad Funding Support

Student Guidelines and Important Notes for Students - Academic Year 2024-25

A. Intro

1. Study abroad is an important part of the undergraduate study experience. HKUST encourages all undergraduate students to go on study abroad at least once during your time at HKUST. HKUST provides and administers funding support to lower the financial burden and increase access to study abroad opportunities.

B. Student Eligibility

2. To be eligible for funding, students must meet the following criteria **throughout the study abroad program duration**:
 - a) Students must be currently enrolling in an undergraduate degree program in HKUST
 - b) Students must not be in a completed program status

C. Eligible Study Abroad Programs

3. To be eligible for funding, the study abroad program must meet the following criteria:
 - a) The host institution must be a recognized educational institution/body;
 - b) Comprise of credit-bearing courses, at UG level or above, with assessment;
 - c) The participation must be in-person; virtual studies are not eligible;
 - d) The host university must issue an official academic transcript detailing the courses taken, the number of credits and the grades obtained, upon program completion;
 - e) The program location or the activities associated with the program do not pose a health or security risk. The Office of Global Learning (OGL) retains the sole discretion on determining whether a program is considered high risk for students' safety and wellbeing. Programs deemed as such will not be funded and the decision would be final.
4. In general, the below study abroad programs are eligible:
 - a) Exchange Programs organized by Schools or Office of Global Learning (OGL)
 - b) Study abroad programs, nominated by OGL, with a duration of 3 weeks or above (i.e. 21 days)
 - c) Study abroad programs, self-arranged by students, with a duration of 3 weeks or above (i.e. 21 days), which have been submitted to and approved by the Office of Global Learning through the Program Registration process, prior to program commencement.
5. The Office of Global Learning retains sole discretion in ascertaining a program's eligibility for funding.

D. Student Commitment

6. Students receiving funding must commit to the following:
 - a) To complete the funded study abroad program and not leave the program before the official program end date
 - b) To not violate the rules and regulations of HKUST and the host institution;
 - c) To respond to requests and communication from HKUST in regards to the funding or the study abroad program, in a timely manner, by paying attention to emails sent by HKUST and system notifications sent by the [HKUST MyStudyAbroad system](#). **Students who fail to respond to Office of Global Learning in a timely manner will lose the eligibility to apply for any study and research programs and funding support offered by Office of Global Learning in the future.**
 - d) Students who decide to withdraw from the study abroad program or leave the program before the official end date must inform the Office of Global Learning immediately by email at study.abroad@ust.hk.
 - e) To submit a study abroad report and the transcript upon program completion
 - f) To attend activities related to the funding support
 - g) Students whose funding is contributed by external bodies are required to write a thank you letter and participate in the related activities
7. The Office of Global Learning reserves the right to terminate the offered funding, amend the funding amount or request for return of the disbursed funding should students violate any of the requirements.
8. The University takes a serious stand against student misconduct. Students who provide false and/or incomplete information on the application, or who attempt to gain or keep funding by providing falsified or distorted information may be referred to the University's procedures provided by the "[Regulations for Student Conduct and Academic Integrity](#)".

E. The HKUST Study Abroad Grant

9. The HKUST Study Abroad Grant replaces the fundings previously offered under the names of: HKUST Study Abroad Sponsorship; and HKUST Short-term Study Abroad Allowance.
10. Every UG student, who meets the criteria outlined in Part B, is eligible to receive the Grant once throughout their undergraduate studies for participation in one approved study abroad program, which meets the criteria outlined in Part C.
11. Notwithstanding Clause 10, students who have previously received the HKUST Study Abroad Sponsorship or the HKUST Short-term Study Abroad Allowance are not eligible for the HKUST Study Abroad Grant.
12. The funding amount is calculated as follows:
 - a) A one-time fixed sum of \$10,000; and
 - b) In addition, local students receiving the Government of the HKSAR financial assistance are eligible for increased funding support as follows:

- i. Local students on the Government of the HKSAR financial assistance is defined as students receiving TSFS means-tested grant, administered by the Student Finance Office (SFO), or whose family is receiving Comprehensive Social Security Assistance (CSSA), administered by the Social Welfare Department.

The amount is calculated on their Assistance Level, confirmed by SFO, and their study abroad program duration and destination (See Table 1 and 2).

Table 1:

Destination / Program duration	21-28 day	29-90 days	Fall or Spring study abroad (one-term)	Fall & Spring study abroad (year-long)
Asia, Middle East	HK\$18,000	HK\$26,000	HK\$56,000	HK\$96,000
Africa	HK\$26,000	HK\$34,000	HK\$64,000	HK\$104,000
Europe, Oceania	HK\$28,000	HK\$36,000	HK\$66,000	HK\$106,000
North America	HK\$30,000	HK\$38,000	HK\$68,000	HK\$108,000
Central, South America and the Caribbean	HK\$42,000	HK\$50,000	HK\$80,000	HK\$120,000

Table 2:

Assistance Level	Funding Amount
51-100%	Full amount stated in Table 1
50% or below	Half of the amount stated in Table 1

- c) See the below illustrations:
 - i. Student A (not receiving financial assistance) studying abroad in France in the Fall term will be funded: \$10,000
 - ii. Student B (at 40% Assistance Level) studying abroad in France in the Fall term will be funded: \$10,000 + \$33,000 (half of \$66,000) = \$43,000
 - iii. Student C (at 80% Assistance Level) studying abroad in France in the Fall term will be funded: \$10,000 + \$66,000 = \$76,000

F. Subsequent Study Abroad Program Funding

- 13. Students who will be participating in additional eligible study abroad program(s) subsequent to their program funded by the HKUST Study Abroad Grant, and who wish to be considered for funding, may submit a funding application to the Office of Global Learning for consideration. If there is available funding, the application will be considered for an appropriate funding amount according to the available funding at the time and their requirements.
- 14. There is no guarantee of funding beyond the HKUST Study Abroad Grant.

G. Funding Sources

15. Funds offered to students may be contributed by a range of funding sources, which may include HKUST (managed by the Office of Global Learning), the Education Bureau of the Government of the HKSAR (EDB), the University Grants Committee (UGC), as well as external donations.
16. The following schemes offered by EDB are one of the funding sources: EDB Subsidy Schemes for Exchange Activities; Reaching Out Award
17. Students who submit a funding application to the Office of Global Learning will be considered for an appropriate funding amount according to the available funding at the time and their requirements.
18. The list of funding sources and their terms and conditions may be updated from time to time.

H. Application procedures

19. To apply for funding, students should submit an application to the Office of Global Learning through the [HKUST MyStudyAroad System](https://mystudyabroad.hkust.edu.hk/) (<https://mystudyabroad.hkust.edu.hk/>). The application must be submitted following the application timeline outlined in Section I below. In all cases, the application must be submitted before commencing the study abroad program.
20. For HKUST-organized study abroad programs, student should submit an application after committing to the program offer from School/OGL.
21. For self-arranged study abroad programs, students must first submit a Program Registration request to the Office of Global Learning and receive a confirmation of endorsement. The complete application with all supporting documents must be submitted at least 3 weeks before the funding application deadline outlined in Section I below. Upon obtaining the endorsement for this Registration, then proceed to submit your funding application.
22. Students should submit one application for each approved study abroad program.
23. There is no need to choose the funding support schemes.
24. After you complete your study abroad program, submit the required documents listed under the "J. Funding Disbursement" section.

I. Application Timeline

Study Abroad Term	Application Opens	Application Deadline	Application Decision
Fall 2024 Fall & Spring 2024-25	Mid-May 2024	16 Jun 2024	Starting from end of Aug 2024
Spring 2025	Oct 2024	5 Nov 2024	Starting from end of Nov 2024
Winter 2025	End of Nov 2024	20 Dec 2024	Jan 2025
Summer 2025 (Round 1)	Mar 2025	31 Mar 2025	Starting from end of Apr 2025
Summer 2025 (Round 2)	Apr 2025	30 Apr 2025	Starting from end of May 2025

J. Funding Disbursement

25. The offered funding will be disbursed approximately 1 month after students confirm their arrival at the host institution. The offered funding will be deposited to students' personal bank account.
26. For HKUST to disburse the funding, students are required to take the following actions:
- a) Ensure the bank account information on your HKUST SIS record is correct. If this is not correct, the disbursement may fail to be processed.
 - b) Within two weeks of your arrival at the host institution, declare to HKUST your arrival by logging into [HKUST MyStudyAbroad system](#) to complete the form "(Outgoing)/(RG) Your abroad information" .
 - c) Upon program completion (i.e. completion of your study abroad program is defined as completion of all assessments **including all optional examinations/tests**), students are required to submit your official transcript to your School/OGL AND a satisfactory study abroad report by designated deadline and report being reviewed by OGL. Generally, students are expected to submit the report by the below deadline:

Study Abroad Term	Submission Deadline
Fall	End of February
Winter	End of April
Fall & Spring ; Spring	End of July
Summer	End of September

- d) Submit the study abroad experience survey form following the instructions and the deadline provided in the email. To maintain the data integrity, the survey deadline cannot be extended. Therefore, please closely follow the stipulated deadline.
27. Students are responsible for complying with the funding support scheme(s) requirements. The funding may be terminated, and refund may be requested when students violate the requirements.
28. Students who fail to fulfil the funding disbursement criteria AND do not refund the funding amount in full by the designated deadline will lose the eligibility to apply for any study and research programs and funding support offered by Office of Global Learning in the future.