

The Hong Kong University of Science and Technology

School of Engineering

Application for Engagement in Employment for More Than 10 hours Per Week on Average during a Regular Term

(for SENG Undergraduate Students)

Notes

1. According to Paragraph 3.3 of Academic Regulations Governing UG Studies, 2022-23, undergraduate students may not engage in employment for more than 10 hours per week on average during a regular term. Any exception to this rule requires the approval of the relevant Dean or the Dean's designate.
2. The application for engagement in employment for more than 10 hours per week on average during a regular term should be made prior to the beginning of the employment.

Application Procedures

1. Students should complete Section I, II and III below, and submit along with this form the required supporting documents listed in Section III to their Major Department for obtaining initial approval by the Department's UG Coordinator. If space is insufficient, please provide details on a separate piece of A4 paper and attach the paper to this form.
2. The Major Department will pass the application to the School of Engineering for final approval by the Dean/ Dean's Designee.
3. Students will be informed of the application result by email.

I. Student Particulars

Student Name:

(in English)

Student ID:

Program of Study:

Year of Study:

Contact Phone No:

II. Application Details

Employment Period:

(DD/MM/YYYY)

From:

Employment Start Date

To:

Employment End Date

Employment Period falls within:

☐ Fall

☐ Winter

☐ Spring

☐ Summer

Justification

Please provide reasons to justify your request to work for more than 10 hours per week on average during a regular term.

III. Supporting Documents Required

Please check the box if you have attached the supporting documents to this form.

☐ Employment Contract/Offer Letter

☐ Study Plan on how and when you expect to complete your study program(s)

☐ Unofficial Transcript

[For non-local students only] I understand that I need to obtain the School's endorsement and a "No Objection Letter" (NOL) for Study-related Internship in the corresponding academic year from HKSAR Immigration Department before commencement of an internship outside summer months (i.e. 1 Jun – 31 Aug, both dates inclusive).

I have read through and understand the Notes and Application Procedures stipulated in this form. I declare that the information given above is true and correct.

Signature of Student: _____

Date: _____

IV. To be completed by Office of the Major Department (Department: _____)

The student met with advisory faculty (Name of faculty: _____) on

_____ (Date) to discuss the study plan and the following comments were noted:

The plan is *☐ feasible/☐ not feasible. More comments:

The student's application is *☐ approved/ ☐ not approved.

Signature of UG Coordinator: _____

Name: _____

Date: _____

[Please pass this form to the Dean's office for final approval. The Dean's office will inform the student of the result of his/her application.]

V. To be completed by School of Engineering

Considerations:

The student's application is *☐ approved / ☐ not approved.

Signature of Dean's Designate: _____

Name: _____

Date: _____

Personal Information Collection Statement

- I. The personal data provided in this application 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 of HKUST for the above-mentioned purposes.
- III. For the University's Privacy Policy, please refer to <http://www.ust.hk/privacy-policy>.