Frequently Asked Questions

1. **When will the application materials be ready?**
The application materials for admission to Engineering taught postgraduate curricula in September will be available in November of the previous year. Please refer to [http://www.als.hku.hk/admission/tpg](http://www.als.hku.hk/admission/tpg).

2. **Can I apply for more than one taught postgraduate curriculum?**
You can apply for more than one taught postgraduate curriculum. You should submit an online application (with the required supporting documents submitted to the University by mail) and pay the application fee online for each taught postgraduate curriculum.

3. **How much is the application fee and how should I pay for it?**
The application fee for each taught postgraduate curriculum is HK$300 (non-refundable). Payment of application fee should be made online at [http://www.als.hku.hk/admission/tpg](http://www.als.hku.hk/admission/tpg). Payment by cash will NOT be accepted.

4. **When will the results of applications be announced?**
The results for admission in September are normally available by July of the same year. Hence, applicants who do not hear from the Faculty of Engineering by July 31, 2016 may assume the application to be unsuccessful.

5. **If my application submission is incomplete, will it still be processed?**
We cannot process your application unless the submission is complete. That means we must receive:
- the completed application form;
- the application fee of HK$300;
- sealed & original transcripts of all tertiary educational institutions attended; and
- the official score report on English Language Proficiency Test, if required.

6. **How can I submit the supporting documents for my application?**
Applications will be considered based on the information provided. Therefore you are advised to upload all the supporting documents to the on-line application system upon application for admission to the MSc curriculum.

If you have NOT completed your undergraduate study at the time of application, you are advised to upload the latest transcript of your current studies and all available information deemed relevant to your application to the system. If you receive a conditional offer of admission subsequently, you have to submit the documents required including but not limited to the official/certified true copy of transcript to the Department concerned*Note by the deadline specified.

If you have already completed your undergraduate study, you are advised to upload all the information to the system and send the official/certified true copy of your transcript and the official score report on English Language Proficiency Test, if required, to the Department concerned*Note simultaneously.
<table>
<thead>
<tr>
<th><strong>Degree Certificates</strong></th>
<th><strong>Transcripts</strong></th>
<th><strong>Score Reports of English Language Proficiency Tests (e.g. IELTS, TOEFL)</strong></th>
<th><strong>Calculation of Academic Results</strong></th>
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<tbody>
<tr>
<td>Uploading the application materials to the application system during application</td>
<td>Degree certificates awarded</td>
<td>All post-secondary degree certificates and transcripts are required. It is best to provide a diploma supplement if you have one. <strong>Do not send us irreplaceable documents.</strong> Instead, send certified true copies of certificates and ask your institutions to send your transcripts.</td>
<td>We accept official score reports sent by issuing authorities only. <strong>Please arrange well before the scores expire.</strong></td>
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<tr>
<td><strong>Certificates</strong></td>
<td><strong>Upload all the final transcripts of your previous post-secondary studies, whether completed or not.</strong></td>
<td>Certificates and transcripts which are not in English should be accompanied by an officially certified translation.</td>
<td>If completing a degree is part of your conditions of offer, you do not need to send the current transcript which has already been uploaded but need to send the <strong>final transcript and certificate when</strong> you complete the studies.</td>
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<td>If you are currently a student, please also upload the latest transcript of your current studies.</td>
<td><strong>(The back side of the transcript(s) should also be provided if it contains information on the grading system.)</strong></td>
<td>If you plan to sit a test later, please provide the planned date. Update the scores and upload the score report when available.</td>
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<td><strong>Score Reports</strong></td>
<td><strong>Upload the score reports (and remember to arrange the official score reports to be sent to us direct from the issuing authorities well before the scores expire).</strong></td>
<td><strong>We accept official score reports sent by issuing authorities only. Please arrange well before the scores expire.</strong></td>
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<tr>
<td></td>
<td><strong>If you plan to sit a test later, please provide the planned date. Update the scores and upload the score report when available.</strong></td>
<td></td>
<td>If completing a degree is part of your conditions of offer, you need to re-calculate your CGPA / average grade / average mark using the results on the <strong>final transcript</strong> when you have completed your studies.</td>
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<td><strong>Calculation</strong></td>
<td><strong>Use the calculation template (<a href="http://engg.hku.hk/faculty_msc/calsheet.xls">http://engg.hku.hk/faculty_msc/calsheet.xls</a>) to calculate the Cumulative Grade Point Average (CGPA) / average grade / average mark (and remember to convert the file to JPEG for uploading).</strong></td>
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<tr>
<td><strong>of Academic Results</strong></td>
<td><strong>If you are currently a student, please also calculate the marks / grades obtained based on the latest available transcript.</strong></td>
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<td><strong>If you have more than one qualification, please use a separate calculation sheet for each.</strong></td>
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7. **If I submit multiple applications, how many sets of supporting documents shall I submit?**
   
   As the applications will be handled by different staff, one set of supporting documents should be submitted for EACH application.

8. **Do I need to attach or send in academic / professional referees’ reports?**
   
   You do NOT need to attach or send in academic / professional referees’ reports for your application for admission to MSc(Eng) / MSc curricula in the Faculty unless requested. If you still wish to provide us a reference letter, you may upload it via the online application system.

9. **Are photocopies of certificates and transcripts acceptable to the University?**
   
   Please submit officially certified copies of certificates and complete official transcripts of your undergraduate and postgraduate studies. Documents which are not in English should be accompanied by a formally certified translation in English.

10. **How can I get the officially certified true copies of transcripts of my undergraduate / postgraduate studies forwarded to the Department concerned?**
    
    We recommend one of the two methods listed below:
    
    i) Simply complete the "Transcript Request Form" that comes with your application package and send that form directly to the institution from which you graduated. That institution will then send certified copies of your transcripts directly to the Department concerned.
    
    ii) The Faculty also accept photocopies of original documents that have been duly declared as true copies before a notary public (for example a Commissioner for Oaths at a City District Office in Hong Kong).

11. **Can I apply for transferring credit(s) for course(s) / module(s) completed successfully at this / another university to be counted towards completion of the MSc(Eng) / MSc curriculum in HKU?**
    
    MSc students can apply for counting up to three modules successfully completed at this or another university before admission to the MSc curriculum in HKU towards completion of the HKU MSc curriculum. Students who wish to do so should make the request upon application for admission by completing the relevant column in the application form and providing ALL the supporting documents. Any application made after admission to the HKU MSc curriculum in Engineering will NOT be considered.

12. **Is concurrent registration allowed in HKU?**
    
    Concurrent registration by a student of HKU for another postsecondary qualification either at HKU or at another institution is not permitted, unless approval of the Senate has been obtained 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.

13. **Will applications submitted after deadline for application be considered?**
    
    Late applications will NOT be considered.

14. **Do I need to attach my undergraduate results with the application form if I am a graduate of The University of Hong Kong?**
    
    Yes. Please upload a photocopy of the transcript(s) or a photocopy of the printout of your examination results from the Student Information System (SIS).
15. Is there any financial assistance provided to students admitted to the curriculum?

The following forms of financial assistance are available from the Hong Kong Government to eligible students who are Hong Kong citizens:

i) Continuing Education Fund (CEF) for eligible Hong Kong citizens – Reimbursements of up to HK$10,000 upon completion of certain approved modules with an overall attendance rate over 70%. Please visit the CEF website at http://www.wfsfaa.gov.hk/cef for further details and updates of eligibility, application, and reimbursement procedures (in particular the reimbursement period from the date of application).

ii) Non-means Tested Loan Scheme (NLS) for eligible Hong Kong citizens – NLS provides financial assistance in the form of loan to eligible Hong Kong citizens. Interest is charged far below the average best lending rate of the note-issuing banks. Please visit http://www.wfsfaa.gov.hk/sfo/eng/schemes/nls_index.htm for further details.
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<th>Department</th>
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| Department of Civil Engineering                | **MSc(Eng) in Environmental Engineering** (Ref: MSc(Eng)(EnvE)) | Contact Person: Ms. May Wong  
Tel: (852) 2241 5532  
Email: ymwonga@hkucc.hku.hk  
Address: Room 6-18A, Haking Wong Building  
The University of Hong Kong  
Pokfulam Road, Hong Kong |
|                                               | **MSc(Eng) in Geotechnical Engineering** (Ref: MSc(Eng)(GeoE)) |                                                                                                             |
|                                               | **MSc(Eng) in Infrastructure Project Management** (Ref: MSc(Eng)(IPM)) |                                                                                                             |
|                                               | **MSc(Eng) in Structural Engineering** (Ref: MSc(Eng)(StruE)) |                                                                                                             |
|                                               | **MSc(Eng) in Transportation Engineering** (Ref: MSc(Eng)(TranspE)) |                                                                                                             |
| Department of Electrical and Electronic Engineering | **MSc(Eng) in Electrical and Electronic Engineering** (Ref: MSc(Eng)(EEE)) | Contact Person: Ms. Tess Kwen / Ms. Hannah Wong  
Tel: (852) 2859 7093  
Email: tpg-admission@eee.hku.hk  
Address: Room 601, Chow Yei Ching Building  
The University of Hong Kong  
Pokfulam Road, Hong Kong |
|                                               | **MSc(Eng) in Energy Engineering** (Ref: MSc(Eng)(EnergyE)) |                                                                                                             |
| Department of Industrial and Manufacturing Systems Engineering | **MSc(Eng) in Industrial Engineering and Logistics Management** (Ref: MSc(Eng)(IELM)) | Contact Person: Ms. Brenda Lee  
Tel: (852) 2859 2551  
Email: brendale@hku.hk  
Address: 8/F, Haking Wong Building  
The University of Hong Kong  
Pokfulam Road, Hong Kong |
| Department of Mechanical Engineering           | **MSc(Eng) in Building Services Engineering** (Ref: MSc(Eng)(BSE)) | Contact Person: Ms. Annie Pang  
Tel: (852) 2859 2633  
Email: apang@hku.hk  
Address: 7/F, Haking Wong Building  
The University of Hong Kong  
Pokfulam Road, Hong Kong |
|                                               | **MSc(Eng) in Mechanical Engineering** (Ref: MSc(Eng)(ME)) |                                                                                                             |
| Department of Computer Science                 | **Master of Science in Computer Science** (Ref.: MSc(CompSc)) | Contact Person: Ms. Ellen Lam  
Tel: (852) 3917 1828  
Email: mscses@cs.hku.hk  
Address: MSc(CompSc) Programme Office  
P3-02, Graduate House  
The University of Hong Kong  
Pokfulam Road, Hong Kong |
|                                               | **Master of Science in Electronic Commerce and Internet Computing** (Ref.: MSc(ECom&IComp)) | Contact Person: Ms. Ellen Lam  
Tel: (852) 3917 1828  
Email: msc@ecom-icom.hku.hk  
Address: MSc(ECom&IComp) Programme Office  
P3-02, Graduate House  
The University of Hong Kong  
Pokfulam Road, Hong Kong |