

HKUST Study Abroad Funding Support

Student Guidelines and Important Notes for Students - Academic Year 2025-26

A. Intro

1. Overseas learning is an important part of the undergraduate study experience. HKUST encourages all undergraduate students to go 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 or research abroad opportunities.

B. Student Eligibility

2. To be eligible for funding, students must meet the following criteria throughout the program duration:
 - a) Enrolled in an undergraduate degree program in HKUST; and
 - b) Not be in a completed program status

C. Eligible Programs

3. Eligible programs must meet the following criteria:
 - a) The host institution or organization must be a recognized educational institution/body.
 - b) 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.
 - c) The program duration should be 2 weeks or above.
 - d) Student participation must be in-person; virtual participation is not eligible.
 - e) The program must contain substantive learning elements. For study abroad programs, they must be credit-bearing.
 - f) Eligible programs include study and research abroad programs organized by OGL/Schools.
 - g) Self-arranged study and research abroad programs can become eligible for funding if they are registered with OGL to become **Registered Self-Arranged Programs**. Students must first submit a study abroad program registration application and obtain an approval from the Office of Global Learning before the commencement of the program.
4. The Office of Global Learning retains sole discretion in ascertaining a program's eligibility for funding.

D. Student Commitment

5. Students receiving funding must commit to the following:

- a) To complete the funded 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 program, in a timely manner, by paying attention to emails sent by HKUST and system notifications sent by the *HKUST MyStudyAbroad system*.
 - d) Students who decide to withdraw from the 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 the following reports and documents within the stipulated deadline:
 - i. Study abroad report
 - ii. Survey on Study Abroad Experience
 - iii. Submit the Certificate of Attendance being signed and stamped by the host institution upon arrival and before your departure
 - iv. [For [Registered Self-Arranged Programs](#) only] Official transcript or grade report issued by the host institution
 - 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
6. 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.
7. 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

- 8. 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.
- 9. 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 program, which meets the criteria outlined in Part C.
- 10. Notwithstanding Clause 8, 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.
- 11. The funding amount is calculated as follows:
 - a) A one-time fixed sum of \$10,000; and
 - b) In addition, local students receiving HKSAR Government financial assistance are eligible for increased funding support as follows:

- i. Local students on HKSAR Government 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 program duration and destination (See Table 1 and 2).

Table 1:

Destination / Program duration	14-28 day	29-90 days	Short-term programs with duration >90 days ; Fall or Spring study abroad (one-term)	Fall to 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

12. Funding support amount will be offered based on the eligibilities and requirements of the students. The final funding support amount may be adjusted downwards after considering the costs incurred in the study and research abroad program and any other funding received by the students.

F. Subsequent Program Funding

13. Students who will be participating in additional eligible 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 HKSAR Government (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/>). 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 program unless pre-approval of late application has been obtained from OGL.
20. For HKUST-organized study and research abroad programs, students should submit an application after committing to the program offer from School/OGL.
21. For self-arranged study and research abroad programs, students must first submit a Program Registration request to the Office of Global Learning and receive a confirmation of endorsement. The 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 status of a [Registered Self-Arranged Program](#), then proceed to submit your funding application.
22. Students should submit one funding application for each study or research abroad program.
23. There is no need to choose the funding support schemes.
24. Complete the steps outlined in Section J below.

I. Application Timeline

Study Abroad Term	Application Opens	Application Deadline	Application Decision
Fall 2025 Fall & Spring 2025-2026	27 Aug 2025	17 Sep 2025	Starting from end-Sep 2025
Spring 2026	Oct 2025	Nov 2025	Starting from end-Nov 2025
Winter 2026	Nov 2025	Dec 2025	Starting from end-Jan 2026
Summer 2026 (Round 1)	Feb 2026	Mar 2026	Starting from end-Apr 2026
Summer 2026 (Round 2)	Apr 2026	Apr 2026	Starting from end-May 2026

J. Funding Disbursement

25. Students are required to complete ALL the below steps:

a) Within 10 calendar days from your program start date:

- i. Obtain the Certificate of Attendance with “Confirmation of Arrival” signed by your host institution and upload it to the questionnaire “Your abroad information” in the HKUST MyStudyAbroad system; and
- ii. Provide your abroad contact information by completing the questionnaire “Your abroad information” in the HKUST MyStudyAbroad system.

b) Before departing the host institution:

- i. Obtain the Certificate of Attendance with “Confirmation of Departure” signed by your host institution and upload it to the questionnaire “(Outgoing) Upload your Certificate of Attendance upon program completion” in the HKUST MyStudyAbroad system. Note that the host’s signature cannot be earlier than 5 days before your program end date.

c) After program completion:

- i. Complete HKUST’s Study Abroad Survey within 2 weeks after the survey link is provided
- ii. Submit a satisfactory study abroad report by the stipulated deadline. Below is a generic timeline for study abroad report submission.

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

- iii. For students completing a [Registered Self-Arranged Program](#), submit an official transcript or grade report issued by the host institution.
- iv. Ensure your bank account information on your HKUST SIS record is correct. If this is not correct, you will not receive the funding.

26. For local students receiving the HKUST Study Abroad Grant Increased Support, 50% of the funding will be disbursed after your arrival at the host institution AND upon completion of the steps outlined in Item 25a above. See the illustration below:

Local student A (at 80% Assistance Level) studying abroad in France in Fall Term with funding support amount of \$76,000

50% of the funding will be disbursed after student A's arrival at the host institution AND upon student A's completion of the steps outlined in Item 25a: \$38,000 (half of \$76,000)

50% of the funding will be disbursed after the program end date AND upon student A's completion of the steps outlined in Items 25b and 25c: \$38,000 (half of \$76,000)

27. For other students, funding will be disbursed after the program end date AND upon completion of the steps outlined in Item 25 above.
28. 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.