

Frequently Asked Questions - Application for Graduation (as of February 2019)

1. I cannot see the “Apply for Graduation” button.

The function will only be available when you have satisfied ALL the criteria below:

- Studying under 4-year undergraduate degrees
- Currently registered at HKUST with two years’ full-time study
- Having earned/enrolled at least 120 credits (or 100 credits if on exchange in current/previous term)
- Having earned/enrolled at least 60 HKUST credits (excluding all transfer credits)

2. What does the Graduation Status represent?

The graduation status represents that the case is at different stages of the graduation process:

Applied – application for graduation submitted by student

Pending – the case is being review under the graduation check exercise

3. I have submitted an application but realized that I cannot graduate this term, what should I do?

If you have confirmed with your advisor that you will not be able to graduate this term, please submit a withdrawal via Student Center in SIS. After your withdrawal request is approved, you will not be allowed to submit the application for the same term again after your application has been withdrawn.

4. I submitted an application in the previous term but have withdrawn. Do I need to submit an application again for this term?

Application for graduation is term-specific, including Winter/Summer terms. As such, for any reason an application was withdrawn/denied, a new application must be submitted in order to graduate.

5. I have completed my major but not my additional major/minor. Can I withdraw my additional major/minor and graduate?

Yes, you may. Please approach the department of your additional major/minor program on the withdrawal procedure and then submit an application for graduation. You are reminded to observe the deadlines for doing so.

6. I plan to self-declare an additional major/minor but it has not been reflected in the SIS. Should I apply for graduation?

YES, please still submit the application for graduation before the deadline. The graduation check will be conducted after your self-declared additional major/minor is recorded.

7. Should I apply if:

- i. I have incomplete program requirements but this is already my final term of study?
- ii. I have met my degree requirements but not yet reached the normative period of study and I would like to stay to complete more programs/courses?

You should NOT apply for graduation. If you have incomplete requirements, please contact your advisor/major department for follow-up action. To study beyond the normative period, you will need to apply for extension of length of study. On the other hand, students who have not yet reached the maximum period of study may choose to continue their study even if they have already completed all requirements.

8. I will be able to graduate after transferring some credits from my study outside HKUST, should I apply for graduation?

Yes, you should submit an application for graduation. At the same time, you should submit the credit transfer application immediately as the process may take more than one month. If you cannot gain access to the function “Apply for Graduation” via Student Center in SIS, please contact the Academic Registry immediately.

9. I want to use an out-of-curriculum course to substitute certain requirement or waive the requirement, what should I do?

Please discuss this with your academic advisor first and then seek approval from the relevant School/Department using Form GR-23 which should then be passed to the Academic Registry for processing.

10. Some of the “Not Satisfied” sections on my advisement report can be cleared after swapping of courses used in different requirements, what should I do?

Please follow this link: https://w5.ab.ust.hk/jsga/apply_crse_swap to submit an application.