

Funding Scheme for Student Attempts of Licensing / Professional Examination

Explanatory Notes to Students (For Student Cohort 2015/16)

Background

A funding support scheme has been set up to encourage full-time students to take designated licensing / professional examinations to enhance their employability upon graduation. The scheme will be reviewed regularly and its continuity is subject to availability of funding and outcome of the review.

All eligible students studying the programme concerned and taking the licensing / professional examinations designated by the Discipline/OU will receive full reimbursement of the examination fee, if they have successfully passed the designated examinations and met any additional criteria set by the Discipline/OU.

Eligibility Criteria

- 1) The student must be enrolled in a full-time programme (designated by the Discipline/OU) and remain a **current student**: (i) when application for taking the designated examination is lodged with the relevant licensing / professional / examination body; **and** (ii) when the designated examination is taken. Students who have applied for deregistration / been deregistered before their graduation will not be eligible for funding under this funding scheme.
- 2) The student must pass the designated licensing / professional examination and meet other criteria as may be stipulated by the Discipline/OU in order to be eligible for examination fee reimbursement.
- 3) Each eligible student can receive full reimbursement of the examination fees upon successful attempt for a maximum of 3 papers in the same designated examination or 3 papers from different designated examinations.
- 4) Support from this scheme will cover examination fee only. However, if the fees, such as membership / examination registration fees etc., are included as part and partial of the examination fees, these fees may be covered. Students may check with their Teaching Departments for further details.

Fee Reimbursement Application by Students

- 5) Students are advised to apply for reimbursement of examination fee for each eligible designated examination separately.
- 6) For reimbursement of the examination fee, students have to submit a Reimbursement Form to the respective Teaching Department, upon meeting the above stipulated eligibility criteria.
- 7) All applications for examination fee reimbursement must be made in person or by an authorized person, together with the following documents:
 - Completed reimbursement form;
 - Certified true copy of the examination results;
 - Official receipt of payment of examination fee concerned; and
 - Authorization letter and copy of applicant's Student ID Card/HKID Card (for applications made by an authorized person).
- 8) All reimbursement applications must be made in accordance with the procedures and timeframe set by the Discipline. The deadline for fee reimbursement applications is 31 August of students' graduating year. Late application, incomplete applications, or applications without valid documents will not be entertained.

Key Date

- 9) Students are reminded of the following key date for this funding support scheme:

(For Student Cohort 2015/16) ¹

Deadline	Activity
31 Aug 2017	● Application for reimbursement <i>(pre-requisite: should graduate by 31 August 2017 and have met all relevant reimbursement criteria)</i>

The above guidelines and arrangements may be subject to revisions where necessary.

Engineering Discipline

22 October 2016

¹ This assumes that the student was admitted into a 2-year full-time programme in 2015/16. This deadline will be different if it is a 3-year full-time programme or if a 2-year student fails some modules and needs to restudy in AY2017/18.